

KING

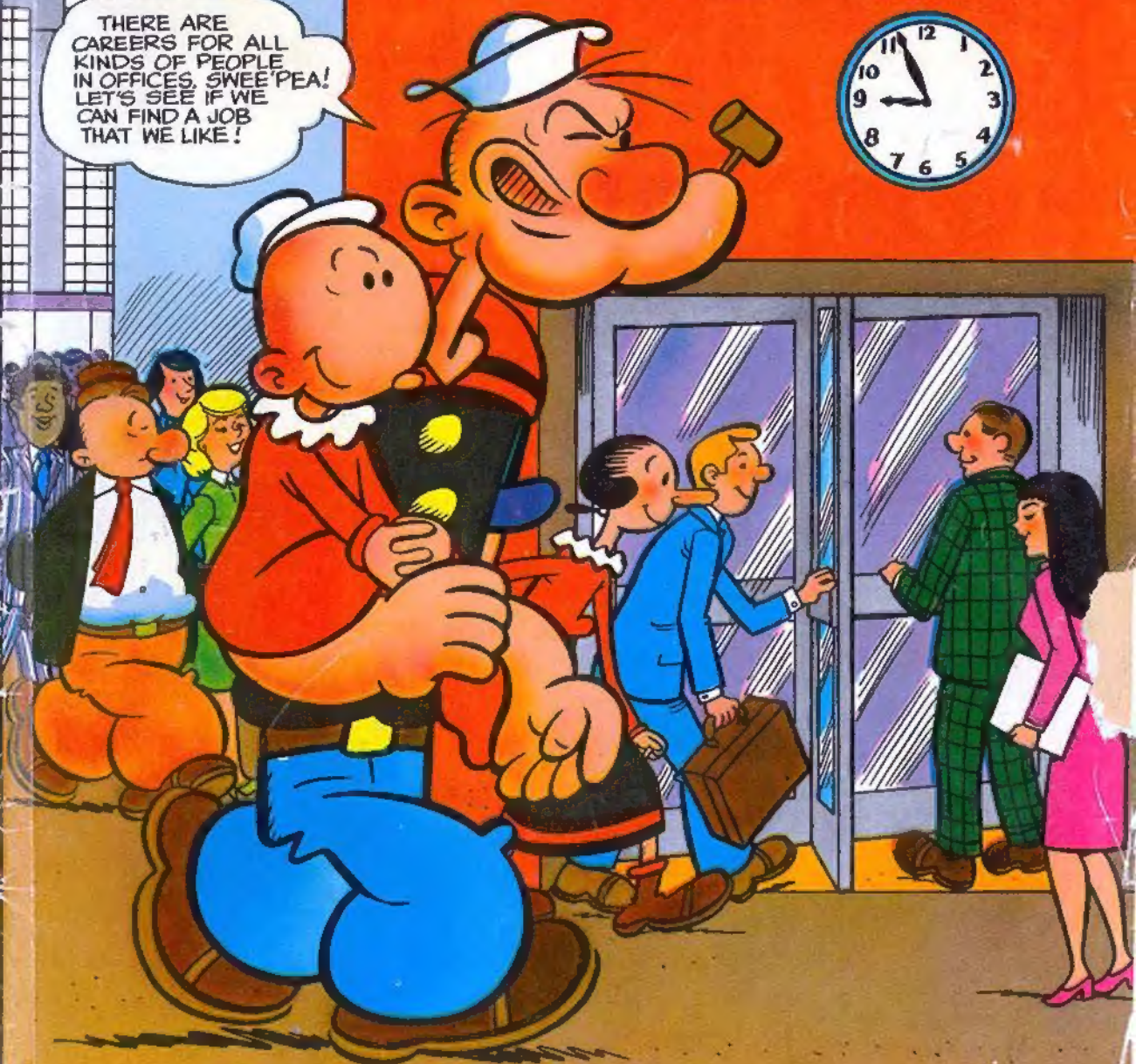


POPEYE

and

BUSINESS AND OFFICE CAREERS

THERE ARE CAREERS FOR ALL KINDS OF PEOPLE IN OFFICES, SWEET'PEA! LET'S SEE IF WE CAN FIND A JOB THAT WE LIKE!



Wildman



SEE, SWEET'PEA?
THERE ARE MANY JOBS
IN THIS OFFICE. WE
MUST SEE WHICH JOB
WE ARE BEST FITTED
FOR.

I AM A
COMPUTER
PROGRAMMER.

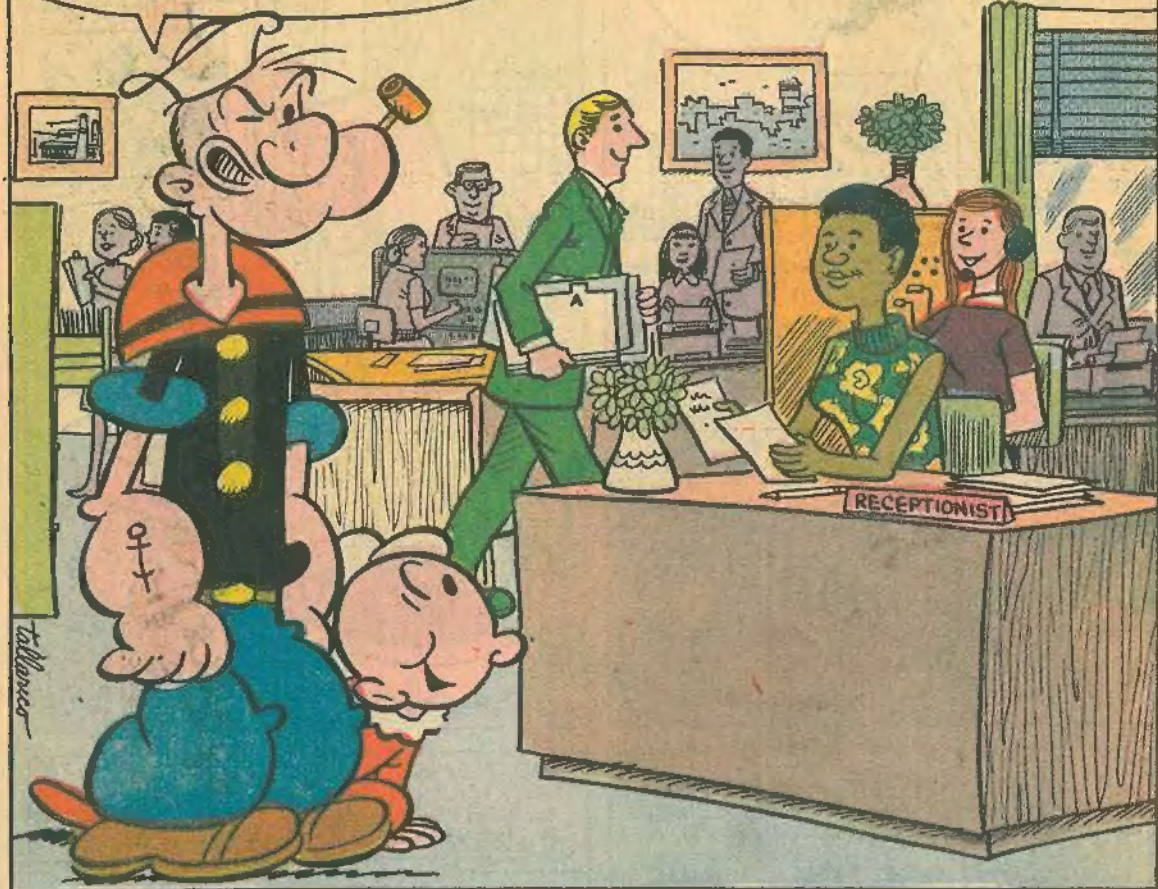
I AM THE
OFFICE
MANAGER.
I ASSIGN
THE
WORK.

I AM THE
RECEPTIONIST,
POPEYE. MAY
I HELP YOU?

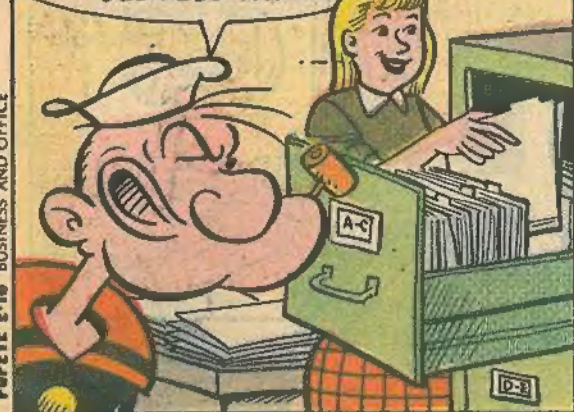
I AM A
CLERK
TYPIST.

RECEPTIONIST

MORE THAN 13 MILLION MEN
AND WOMEN ARE EMPLOYED IN
BUSINESS AND OFFICE CAREERS
AND THIS FIELD IS GROWING
RAPIDLY.



BUSINESS AND OFFICE
WORKERS ARE THE PLANNERS
AND KEEPERS OF ALL THE
RECORDS OF OUR SOCIETY.
THEY HANDLE ALL THE PAPER-
WORK AND TASKS OF THE
BUSINESS WORLD.



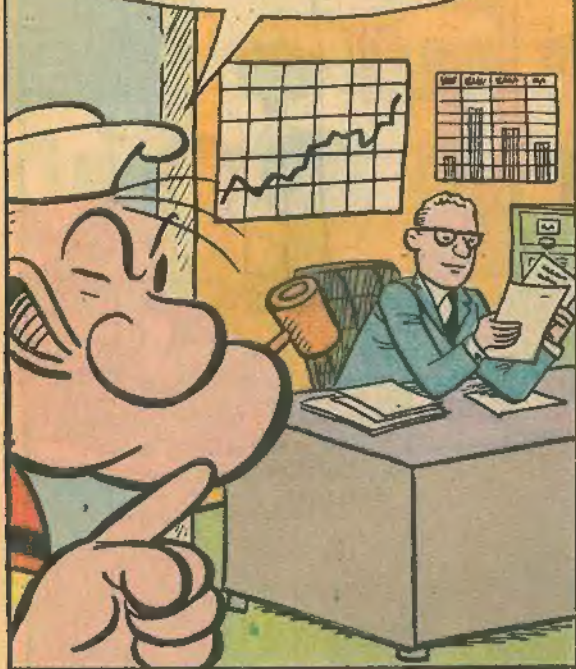
IN EVERY BUSINESS,
PEOPLE DISCUSS PLANS AND
WRITE LETTERS WHICH MUST ALL
BE COPIED, RECORDED AND
FILED FOR FUTURE USE.



POPEYE E-10

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THE COMPANY EXECUTIVES WHO RUN THE BUSINESS MUST STUDY SALES OR PRODUCTION FIGURES. THEY ALSO REVIEW RECORDS, AND DECIDE WHERE CHANGES CAN BE MADE. THIS WILL HELP THE COMPANY TO MAKE MONEY.



MOST OFFICE WORK IS DONE INDOORS WITH PAPER AND BUSINESS MACHINES. BUSINESS PEOPLE WORK VERY CLOSELY WITH ONE ANOTHER.



THERE ARE VERY FEW JOB OPENINGS IN THIS CAREER FIELD FOR PEOPLE WITHOUT A HIGH SCHOOL DIPLOMA OR A SKILL. MOST WORKERS HAVE FINISHED HIGH SCHOOL AND HAVE TAKEN ADDITIONAL COURSES.



MOST OFFICE WORKERS HAVE A SKILL WHICH THEY LEARNED THROUGH SPECIAL TRAINING IN HIGH SCHOOL. MANY LEARN NEW SKILLS ON THE JOB SUCH AS FILLING COMPUTER DATA CARDS.



RECEPTIONISTS IN MOST LARGE OFFICES RECEIVE CALLERS AND SEND THEM TO THE PROPER OFFICE.



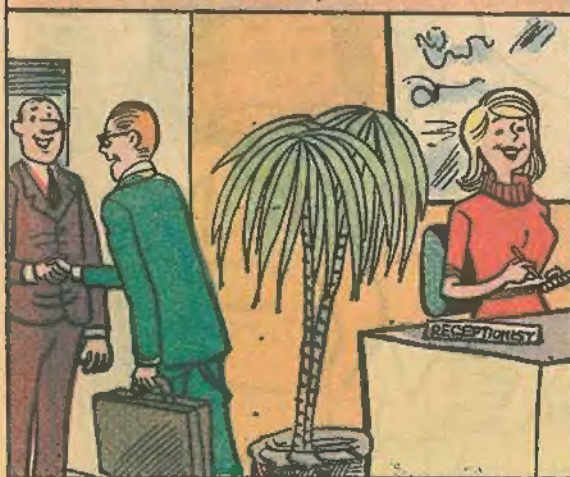
THE RECEPTIONIST FINDS OUT THE CALLER'S BUSINESS AND THEN MAKES THE APPOINTMENT BETWEEN THE CALLER AND THE PROPER EMPLOYEE OF THE BUSINESS.



IN SMALLER BUSINESSES, THE RECEPTIONIST OFTEN OPERATES THE TELEPHONE SWITCHBOARD AND TYPES IN ADDITION TO RECEIVING CALLERS.



RECEPTIONISTS RECORD THE NAME OF EACH CALLER, THE NATURE OF HIS BUSINESS, THE TIME OF HIS CALL AND THE PERSON HE WISHES TO SEE.



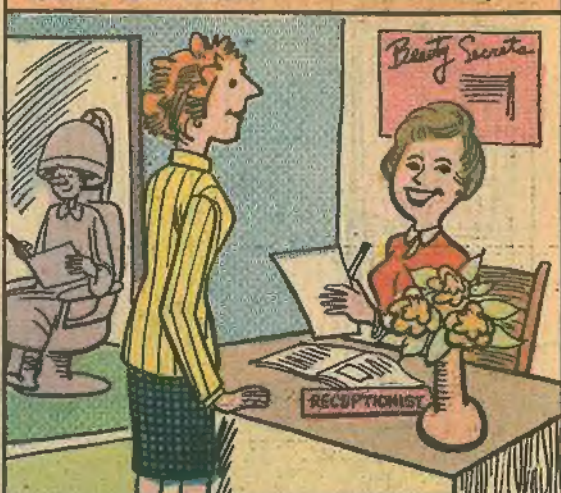
THERE ARE ABOUT 250,000 RECEPTIONISTS EMPLOYED RIGHT NOW.



THERE ARE RECEPTIONISTS IN ALL KINDS OF OFFICES. OVER HALF THE PEOPLE IN THIS FIELD WORK IN THE OFFICES OF DOCTORS, LAWYERS AND OTHER PROFESSIONAL PEOPLE.



THOUSANDS MORE ARE EMPLOYED IN BEAUTY SHOPS, REAL ESTATE OFFICES AND SIMILAR SMALL BUSINESSES.



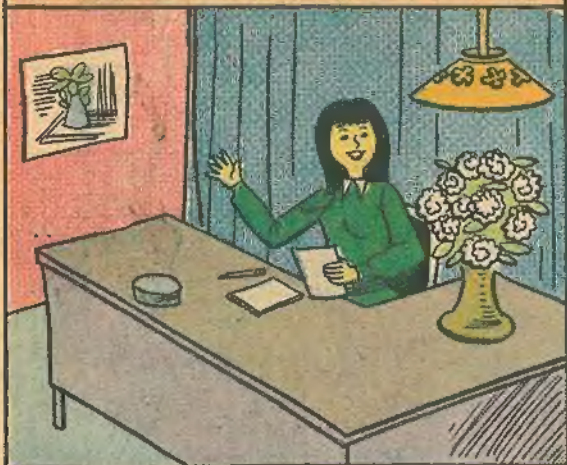
A HIGH SCHOOL GRADUATE CAN USUALLY GET A JOB AS A RECEPTIONIST. BUSINESS COURSES SUCH AS TYPING AND BOOKKEEPING WILL MAKE IT EASIER TO GET THE JOB AND THEN A PROMOTION TO A BETTER ONE.



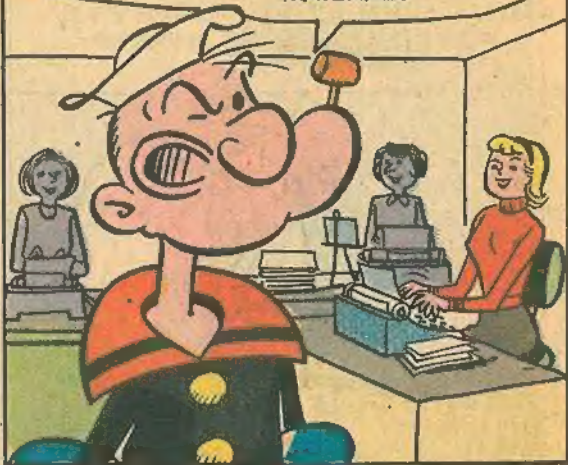
THE RECEPTIONIST'S JOB IS TO GREET AND HELP PEOPLE WHO COME TO THE OFFICE. PERSONAL APPEARANCE, A PLEASANT MANNER AND A GOOD VOICE ARE IMPORTANT IN THIS WORK.



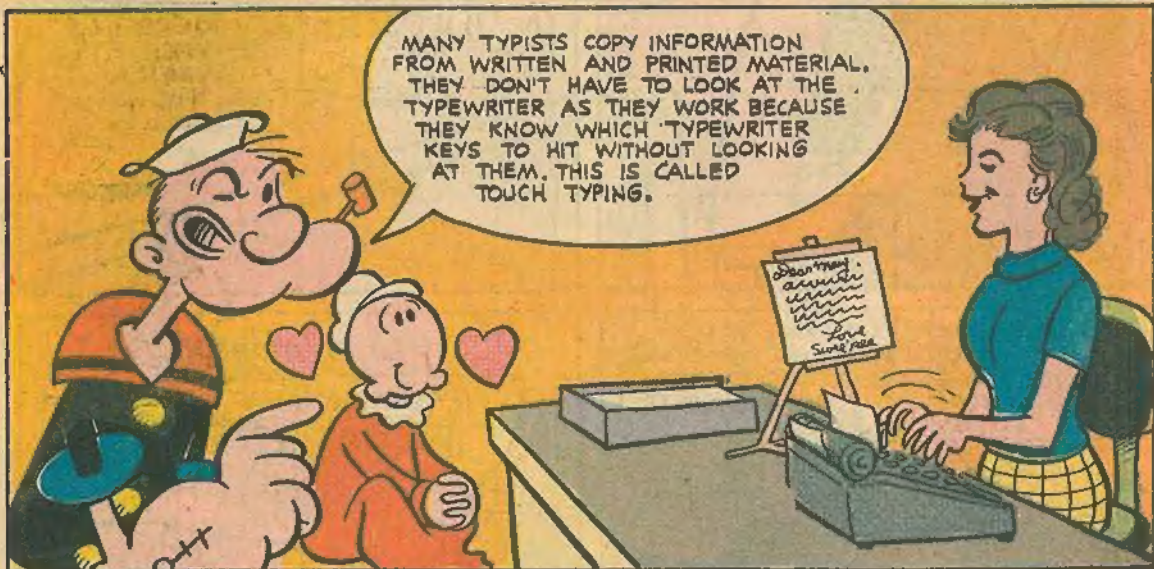
A RECEPTIONIST USUALLY WORKS IN WELL-FURNISHED FRONT OFFICES, FREE FROM NOISE AND OVER CROWDING, AND SHE GETS TO MEET MANY PEOPLE.



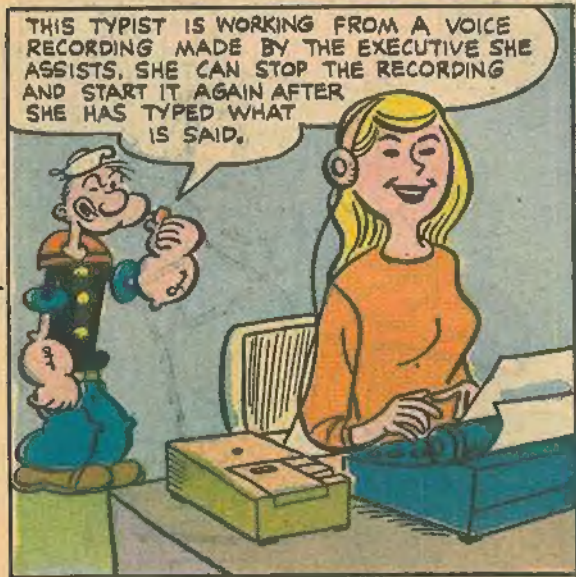
ABOUT 700,000 WORKERS ARE EMPLOYED AS TYPISTS. THEIR MAIN JOB IS TO TYPE COPIES OF PRINTED AND HANDWRITTEN MATERIAL.



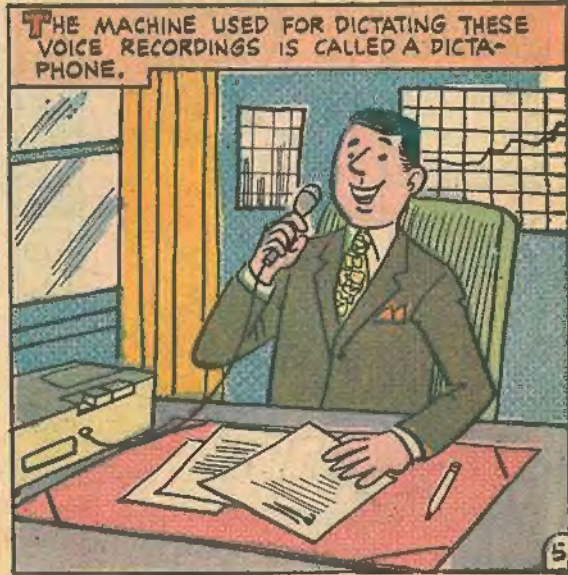
MANY TYPISTS COPY INFORMATION FROM WRITTEN AND PRINTED MATERIAL. THEY DON'T HAVE TO LOOK AT THE TYPEWRITER AS THEY WORK BECAUSE THEY KNOW WHICH TYPEWRITER KEYS TO HIT WITHOUT LOOKING AT THEM. THIS IS CALLED TOUCH TYPING.



THIS TYPIST IS WORKING FROM A VOICE RECORDING MADE BY THE EXECUTIVE SHE ASSISTS. SHE CAN STOP THE RECORDING AND START IT AGAIN AFTER SHE HAS TYPED WHAT IS SAID.



THE MACHINE USED FOR DICTATING THESE VOICE RECORDINGS IS CALLED A DICTAPHONE.



ALL STANDARD TYPEWRITERS HAVE THE SAME TYPE KEYBOARDS AND ARE OPERATED IN THE SAME WAY. MORE ELECTRIC TYPEWRITERS ARE BEING USED ALL THE TIME, REPLACING THE HAND OPERATED MACHINES.



SOME TYPING JOBS ARE NOT AS DIFFICULT AS OTHERS. JUNIOR TYPISTS MAY ONLY ADDRESS ENVELOPES OR TYPE HEADINGS ON FORM LETTERS. MORE EXPERIENCED TYPISTS ARE EXPERT IN TYPING ATTRACTIVELY ORGANIZED MATERIAL.



A SENIOR TYPIST CAN PLAN AND TYPE DIFFICULT INFORMATION, COMBINE AND REARRANGE MATERIALS FROM DIFFERENT SOURCES AND PREPARE MASTER COPIES FOR MACHINES TO MAKE MORE COPIES.



OTHER TYPISTS USE MACHINES THAT OPERATE LIKE TYPEWRITERS BUT DO SPECIAL KINDS OF WORK USING TAPE, PUNCH CARDS AND OTHER RECORDING MATERIALS.



APPLICANTS FOR TYPING JOBS MUST MEET CERTAIN STANDARDS OF SPEED AND ACCURACY. ANYONE TRYING FOR A JOB MUST TAKE A TYPING TEST.



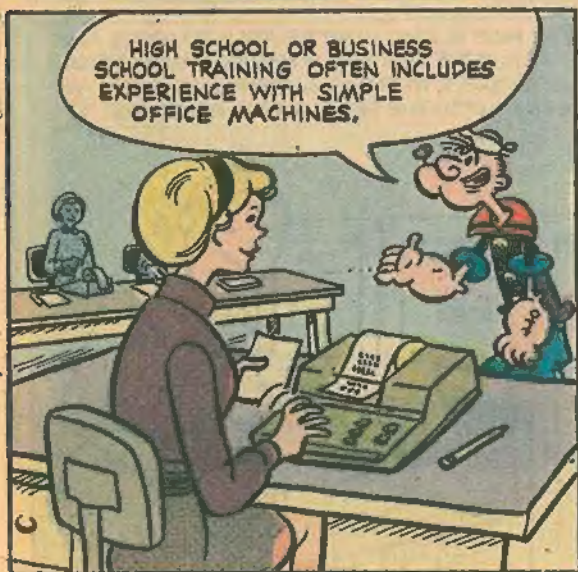
MOST BEGINNERS ARE EXPECTED TO TYPE AT LEAST 40 WORDS A MINUTE WITHOUT ERRORS. THEY MUST BE ABLE TO SPELL, HAVE A GOOD VOCABULARY AND HAVE GOOD ENGLISH SKILLS.



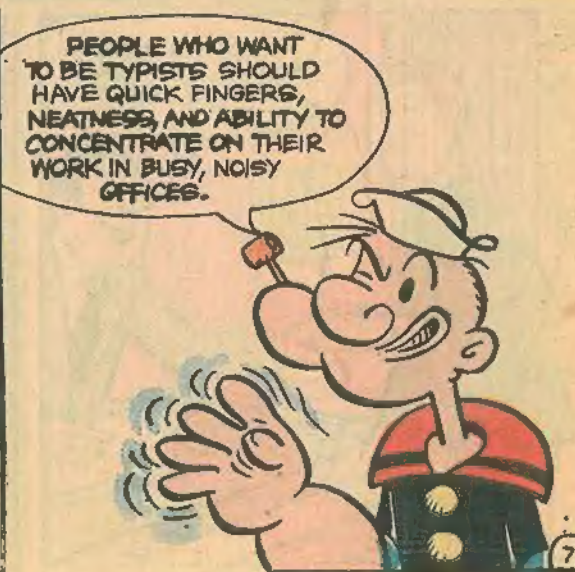
EMPLOYERS PREFER TYPISTS WHO HAVE HAD TRAINING IN REGULAR OR BUSINESS SCHOOLS.

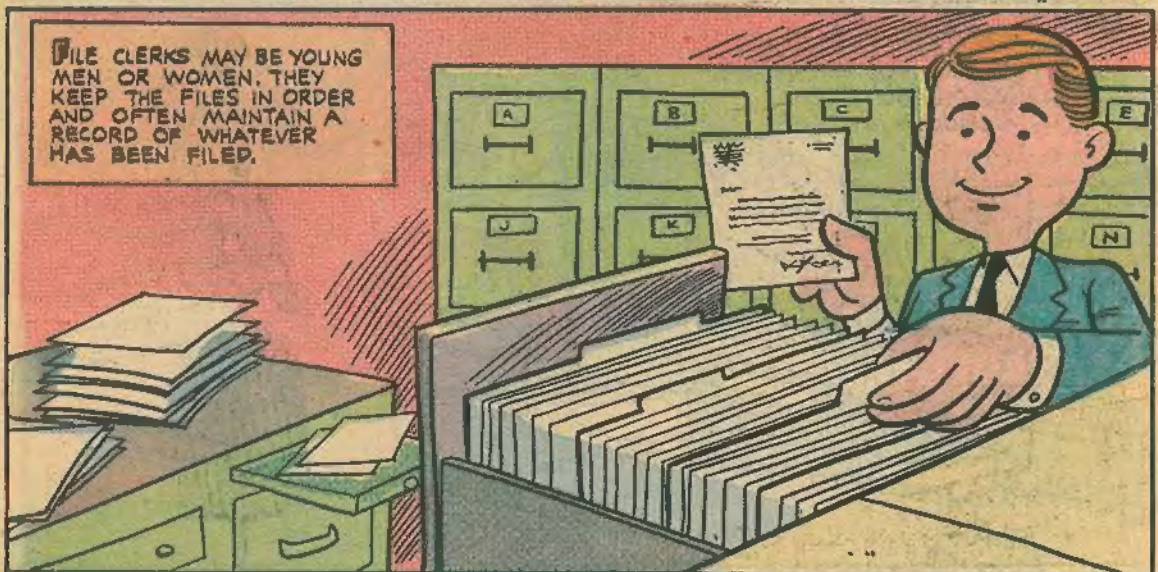
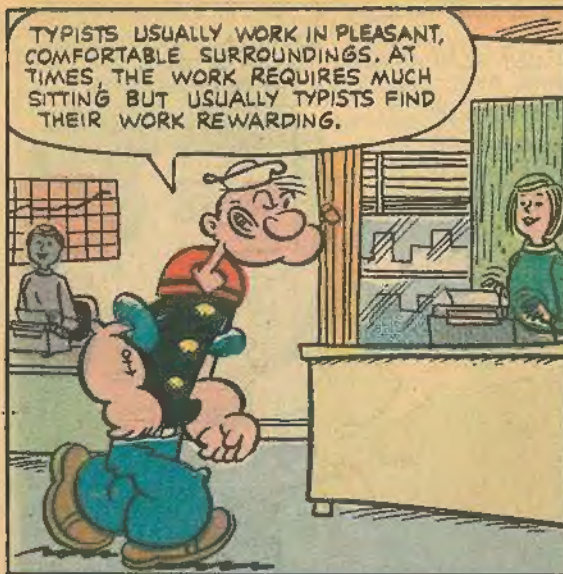


HIGH SCHOOL OR BUSINESS SCHOOL TRAINING OFTEN INCLUDES EXPERIENCE WITH SIMPLE OFFICE MACHINES.



PEOPLE WHO WANT TO BE TYPISTS SHOULD HAVE QUICK FINGERS, NEATNESS, AND ABILITY TO CONCENTRATE ON THEIR WORK IN BUSY, NOISY OFFICES.

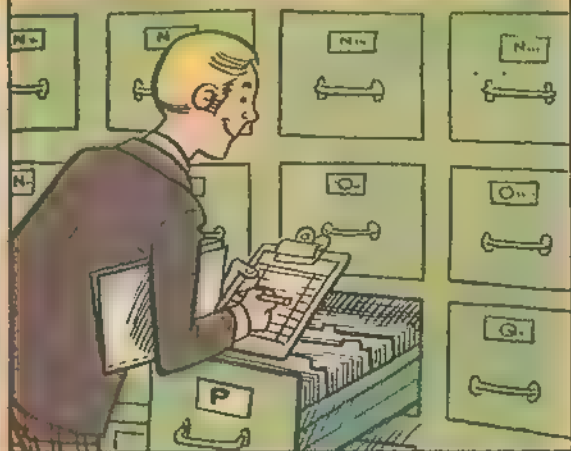




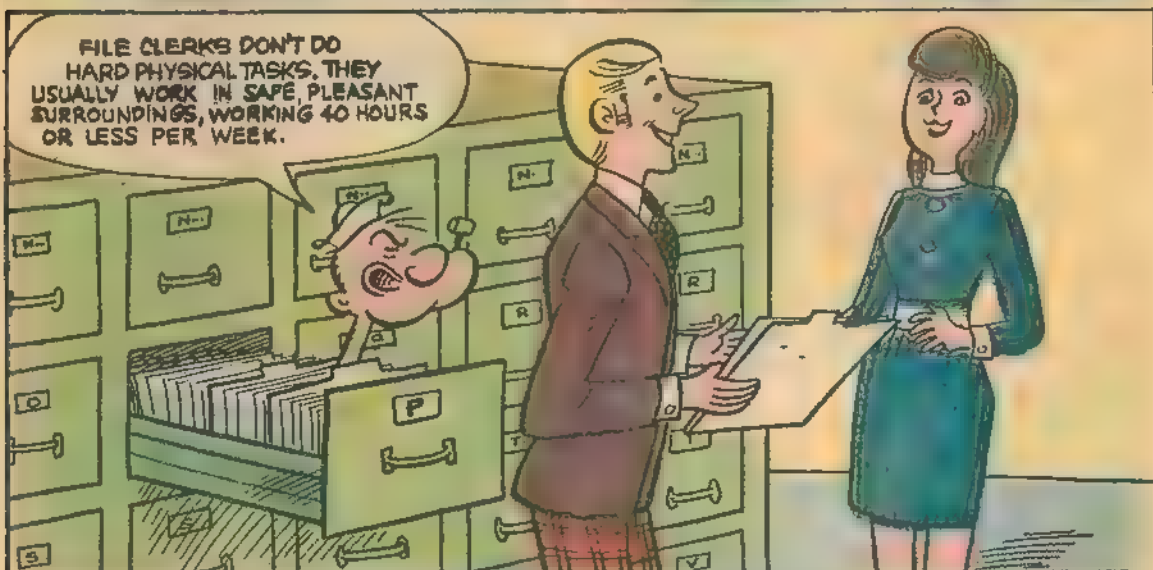
FILE CLERKS INSERT OR REMOVE MATERIAL FROM THE FILES, THEY MAY BE EXPECTED TO SEARCH FOR INFORMATION FROM THE FILES. THEY ALSO KEEP FILES UP TO DATE AND BRING FILES OUT FOR FOLLOW-UP.



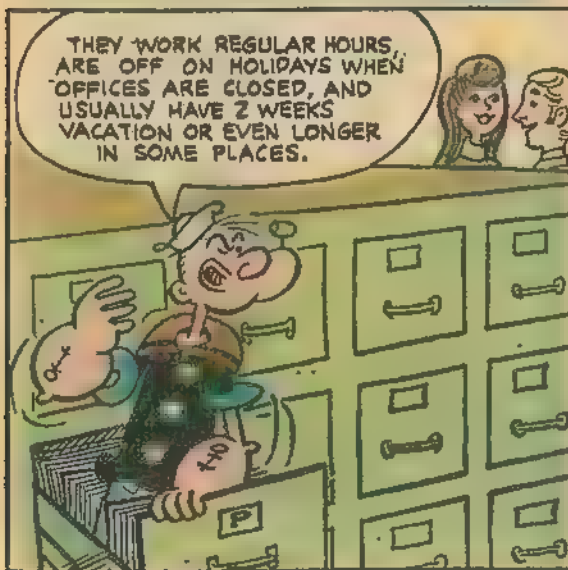
THE FILE CLERK REMOVES AND GETS RID OF FILED MATERIALS THAT ARE OLD AND NO LONGER NEEDED. COMPANY RULES AND THE LAW OFTEN DICTATE WHEN CERTAIN RECORDS MUST BE DESTROYED.



FILE CLERKS DON'T DO HARD PHYSICAL TASKS. THEY USUALLY WORK IN SAFE, PLEASANT SURROUNDINGS, WORKING 40 HOURS OR LESS PER WEEK.

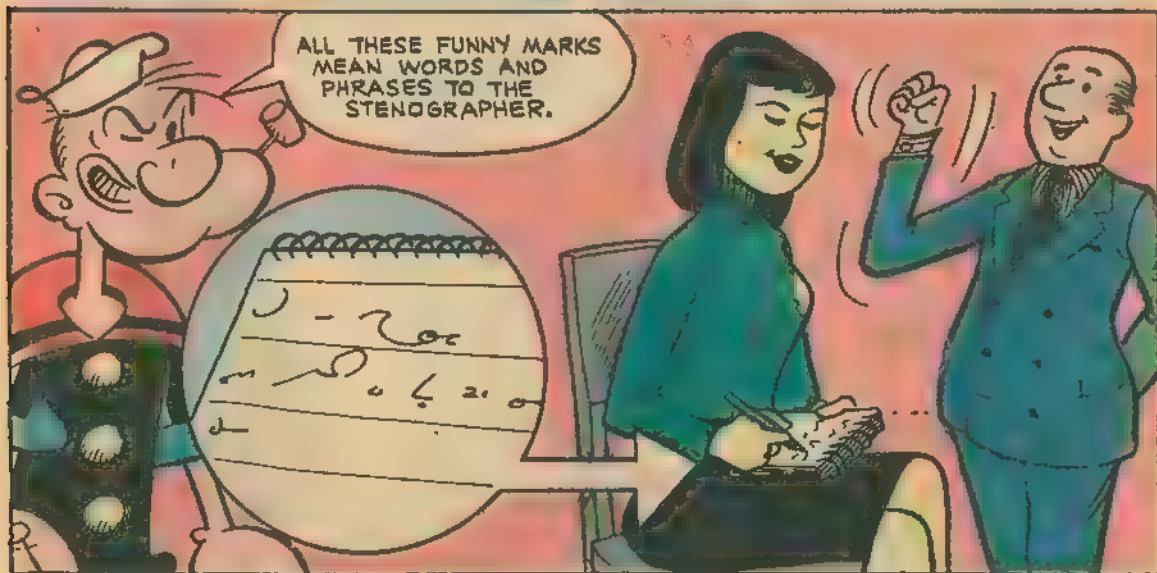
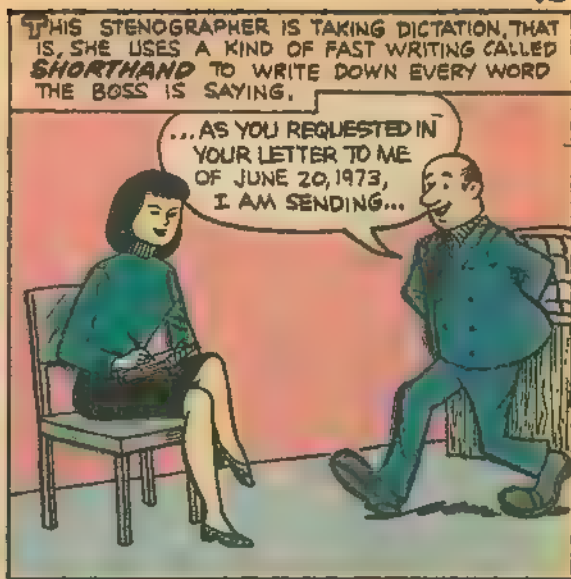
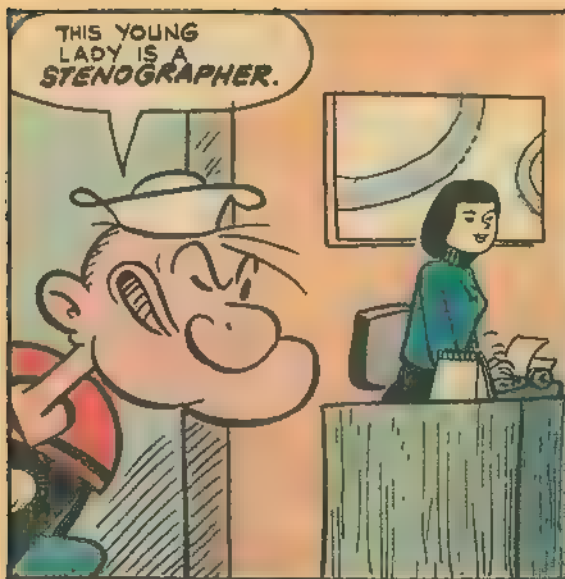


THEY WORK REGULAR HOURS, ARE OFF ON HOLIDAYS WHEN OFFICES ARE CLOSED, AND USUALLY HAVE 2 WEEKS VACATION OR EVEN LONGER IN SOME PLACES.

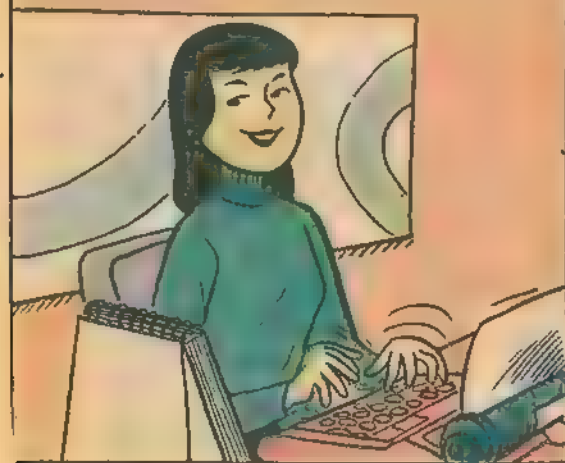


EMPLOYERS USUALLY WANT FILE CLERKS TO HAVE A HIGH SCHOOL EDUCATION.





THE STENOGRAPHER TYPES NEATLY AND WITHOUT MISTAKES, THE LETTER THE EXECUTIVE HAS JUST DICTATED TO HER.



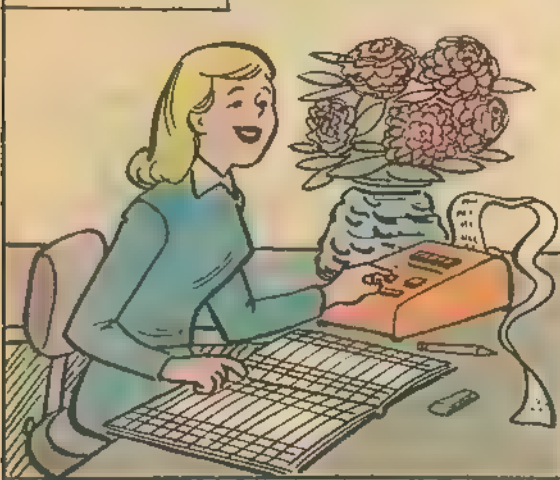
AFTER THE LETTER, TOGETHER WITH OTHERS HE HAS DICTATED, IS COMPLETED, THE STENOGRAPHER BRINGS IT TO HIM FOR HIS SIGNATURE. SHE THEN MAILS IT.



THERE ARE MORE THAN 2,500,000 PERSONS EMPLOYED AS STENOGRAPHERS. SOME OF THEM HAVE SPECIAL JOB TITLES ACCORDING TO THEIR SKILLS OR SPECIALTIES.



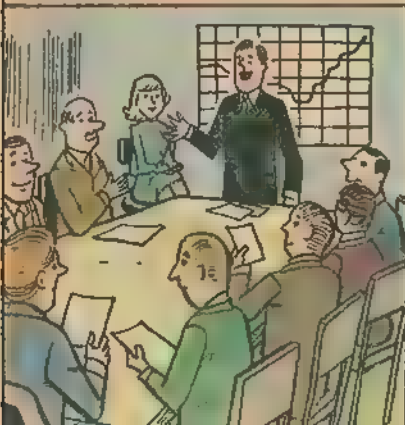
STENOGRAPHERS KNOW SHORTHAND, TYPING, AND MANY USE OTHER BUSINESS MACHINES IN THE OFFICE.



THEY ALSO MAY PERFORM GENERAL OFFICE DUTIES SUCH AS ANSWERING TELEPHONES AND FILING, ETC.



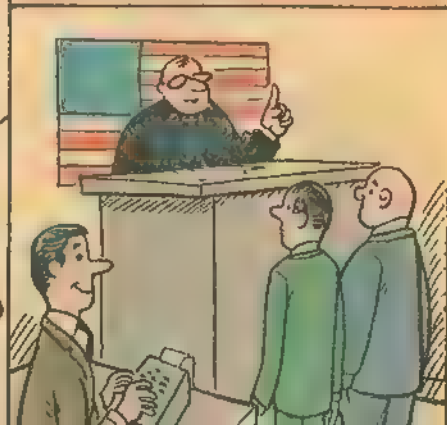
A STENOGRAPHER MAY BE ASKED TO RECORD WHAT IS SAID AT A BUSINESS MEETING OR AT A CONFERENCE BETWEEN TWO EXECUTIVES.



STENOGRAPHERS ARE EMPLOYED IN PUBLIC AND PRIVATE ORGANIZATIONS OF PRACTICALLY ALL SIZES AND TYPES. THEY MAY WORK IN FACTORIES, SCHOOLS, INSURANCE COMPANIES, BANKS OR HOSPITALS.



STENOGRAPHIC AND SECRETARIAL JOBS FOR MEN ARE IN THE EDUCATIONAL AND PROFESSIONAL FIELD. THERE ARE 15,000 SHORTHAND COURT REPORTERS.



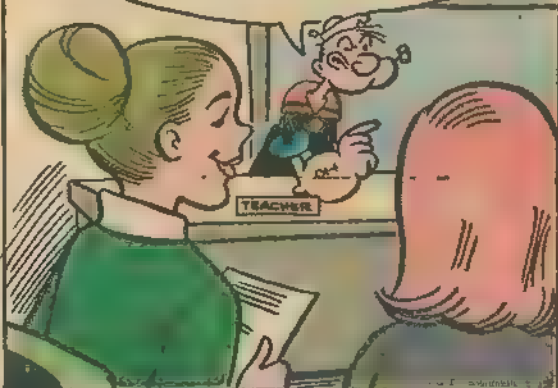
ONE OF THE MOST DEMANDING JOBS IN THE SECRETARIAL FIELD IS THAT OF LEGAL SECRETARY.



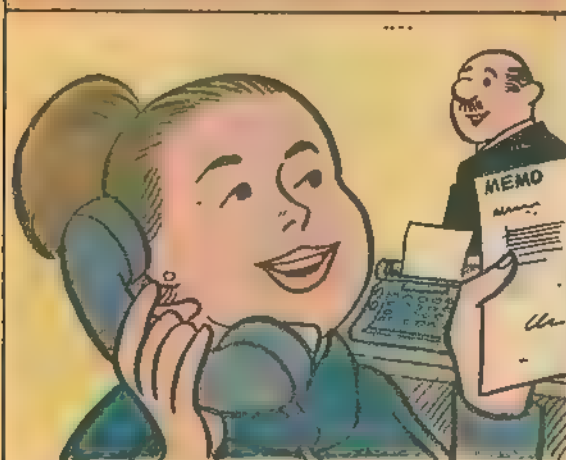
WHILE MOST STENOGRAPHERS CAN QUALIFY FOR A JOB WITH A TYPING SPEED OF 40 WORDS A MINUTE, LEGAL SECRETARIES ARE EXPECTED TO TYPE FASTER. BEGINNING STENOGRAPHERS MUST TAKE AT LEAST 80 WORDS A MINUTE AND MUST UNDERSTAND THE LEGAL TERMS THAT LAWYERS USE.



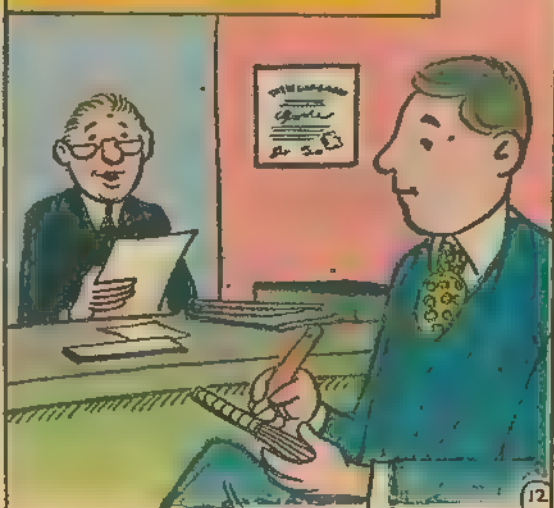
LEGAL SECRETARIES HAVE TO LEARN HOW TO PREPARE THE SPECIAL LEGAL PAPERS THAT LAWYERS USE WHEN THEY REPRESENT THEIR CLIENTS IN BUSINESS AND IN THE COURTS.



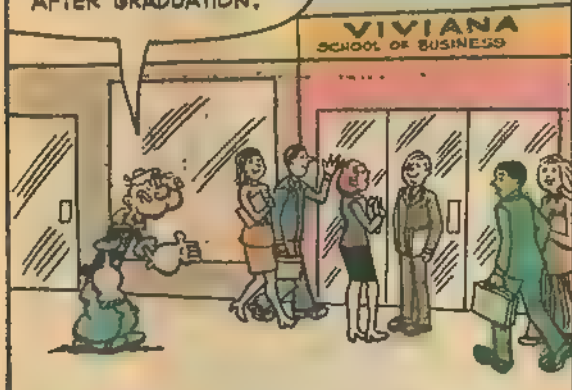
LEGAL SECRETARIES, LIKE OTHER BUSINESS SECRETARIES, TAKE TELEPHONE CALLS, ANSWER QUESTIONS AND HANDLE MINOR OFFICE DETAILS THEIR BOSS HAS NO TIME TO DO.



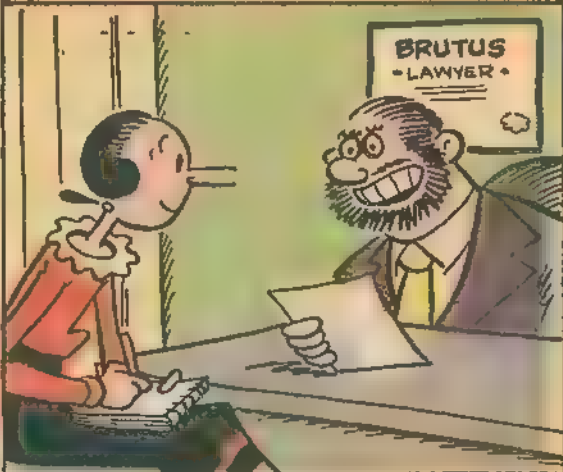
MANY MEN ARE EMPLOYED AS LEGAL SECRETARIES.



A LEGAL SECRETARY NEEDS A GOOD BASIC EDUCATION IN ADDITION TO TECHNICAL SKILLS. MOST EMPLOYERS PREFER PEOPLE WHO HAVE A HIGH SCHOOL DIPLOMA PLUS OFFICE TRAINING TAKEN AFTER GRADUATION.



LEGAL SECRETARIES OFTEN EARN A GOOD DEAL MORE THAN OTHER OFFICE WORKERS. THEIR WORK IS FREQUENTLY INTERESTING AND IN PLEASANT SURROUNDINGS.



I OPERATE A TABULATING MACHINE.

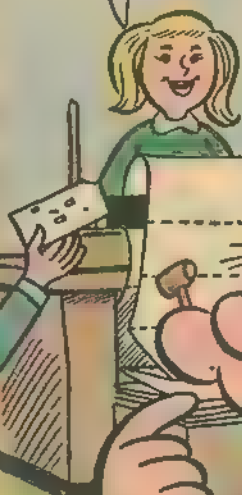
THIS IS A BILLING MACHINE.

THERE ARE SO MANY DIFFERENT KINDS OF BUSINESS MACHINES IN OFFICES TODAY. IT IS HARD TO TELL ABOUT ALL OF THEM.

AND THIS IS A DUPLICATING MACHINE.

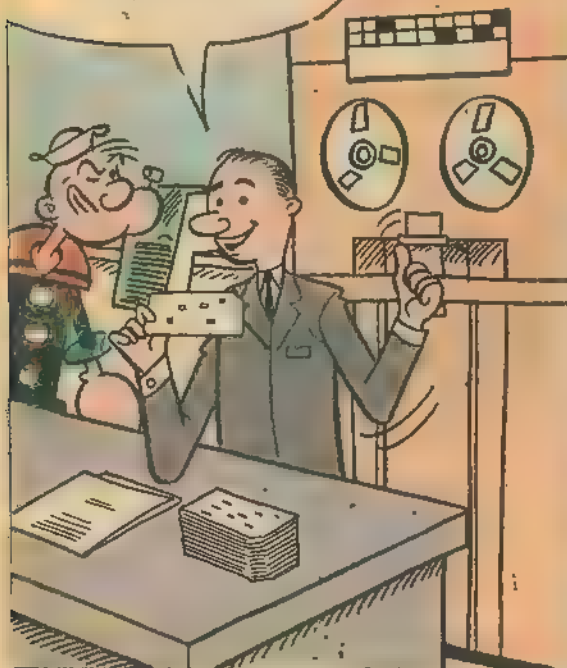
AND I RUN A BOOKKEEPING MACHINE.

OH, POPEYE, THIS IS AN ADDING MACHINE.

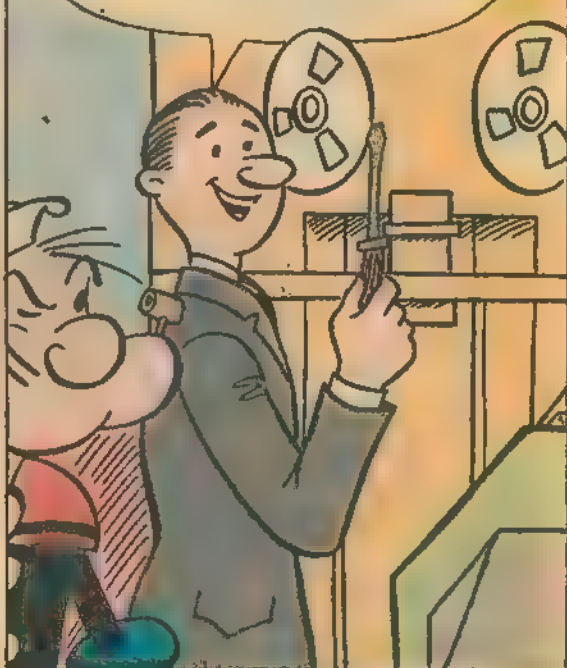


OFFICE MANAGER

MEN OR WOMEN CAN
BE TABULATING MACHINE
OPERATORS. THIS MACHINE
PUTS INFORMATION ON
CARDS INTO A PRINTED
RECORD.

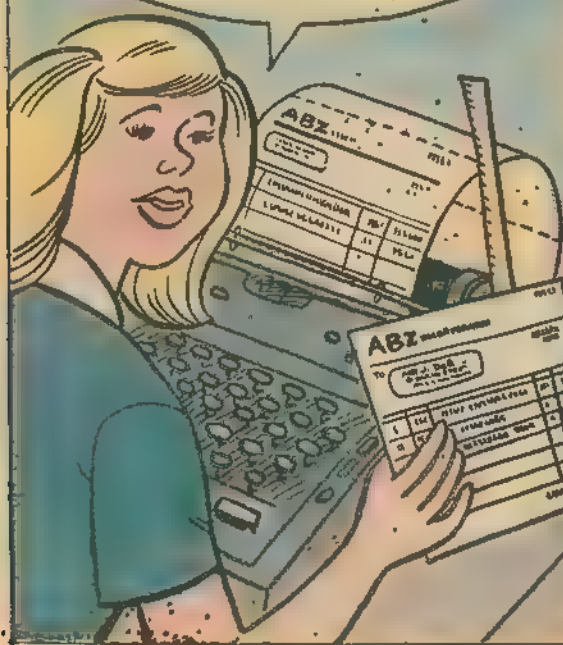


A TABULATING MACHINE OPERATOR MUST
KNOW HOW TO MANIPULATE PARTS OF THE
MACHINE AND MAKE ADJUSTMENTS WHICH
WILL KEEP THE MACHINE OPERATING WELL.
OPERATORS ARE OFTEN TRAINED BY THE
COMPANY THAT SOLD THEIR COMPANY
ITS MACHINE.



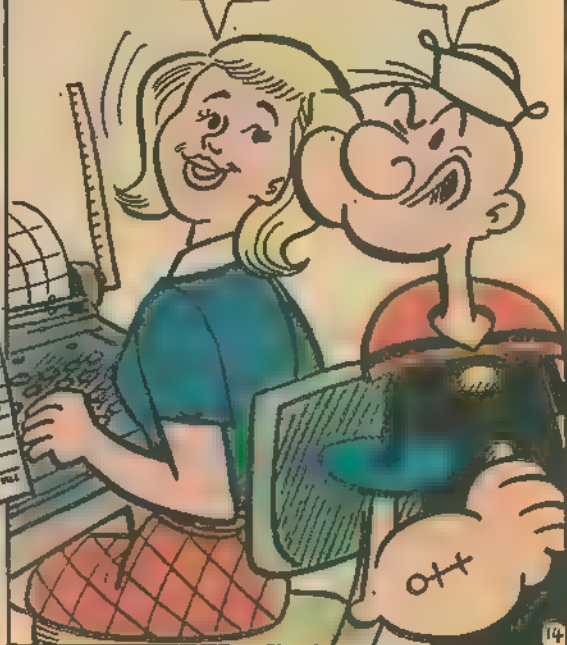
I OPERATE THIS BILLING MACHINE
AND PREPARE STATEMENTS FOR INDIVIDUAL
CUSTOMERS OR FIRMS.

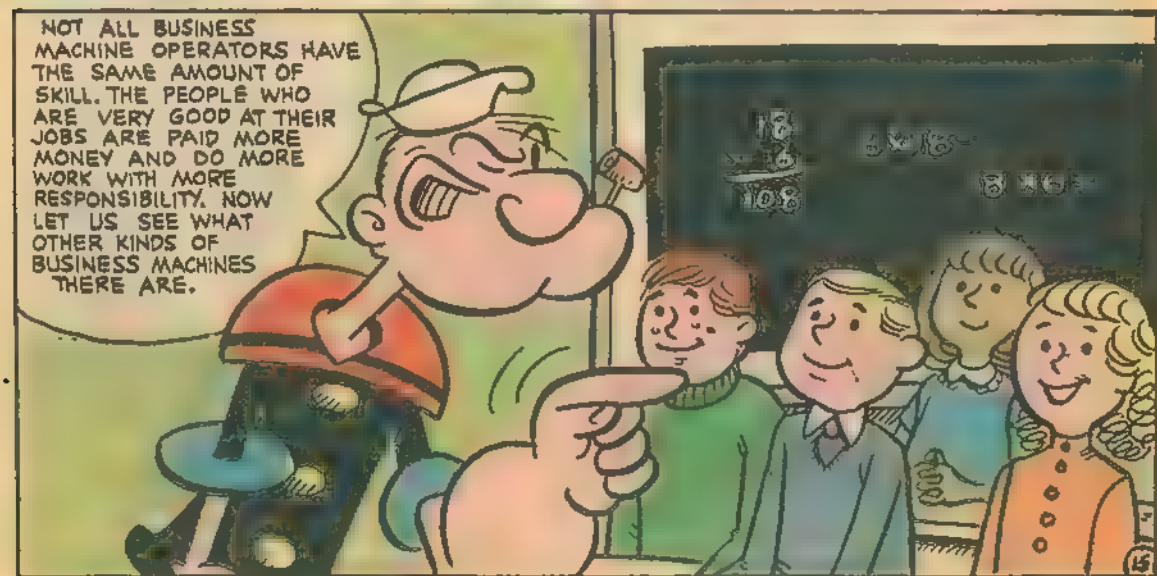
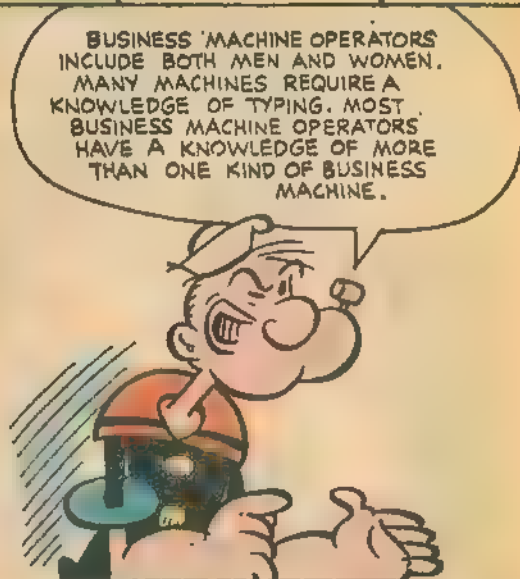
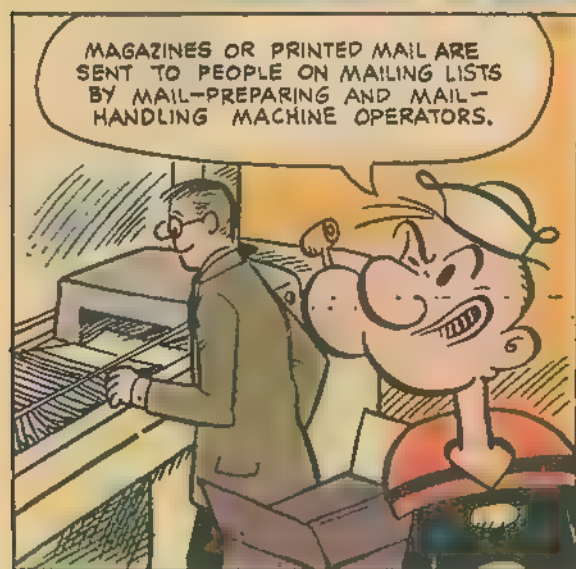
I TYPE THE CUSTOMER'S
NAME AND ADDRESS, WHAT ITEMS
WERE BOUGHT, THE MONEY OWED,
AND WHEN PAYMENTS HAVE
BEEN MADE.

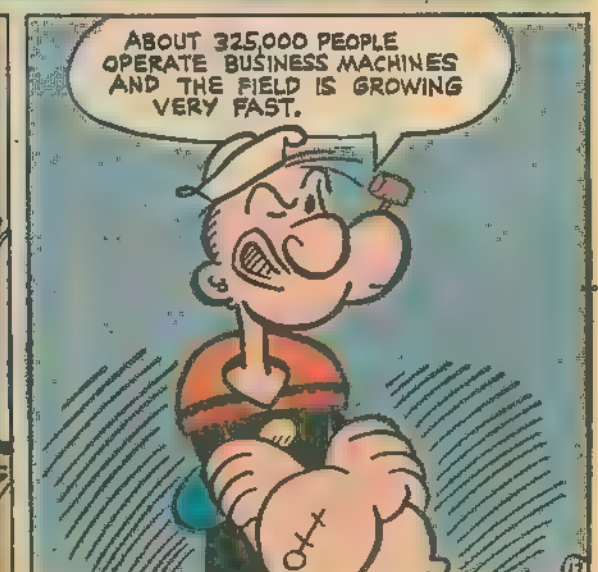
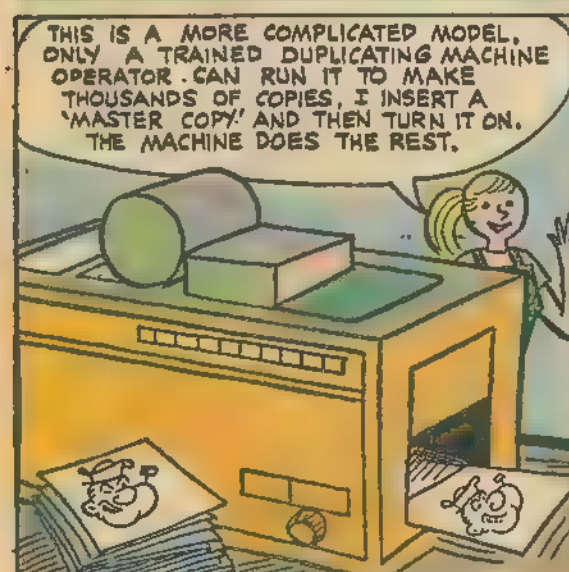
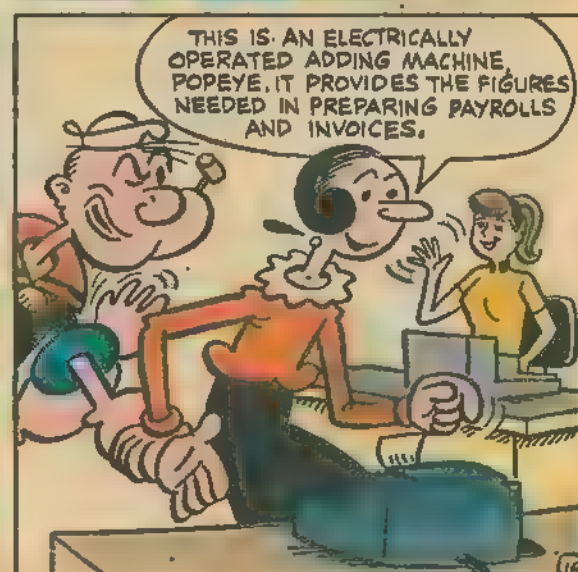
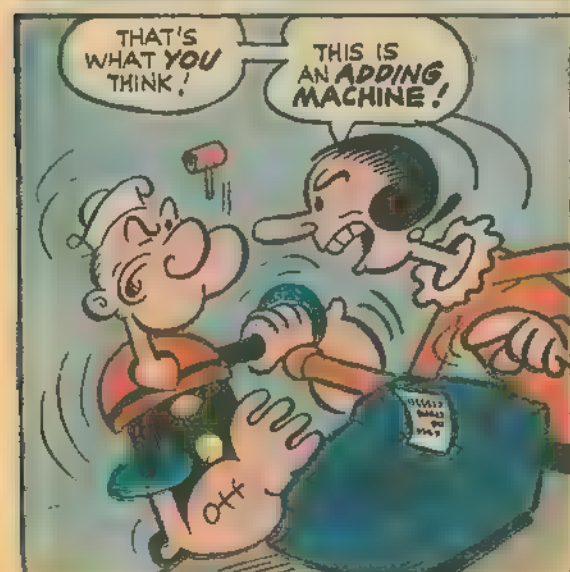
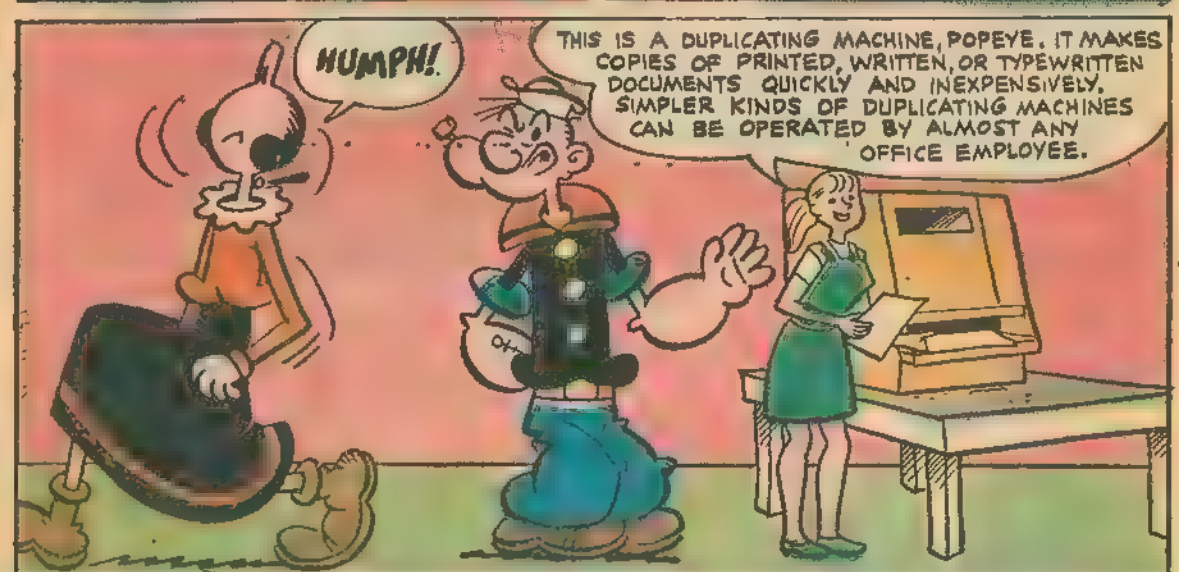
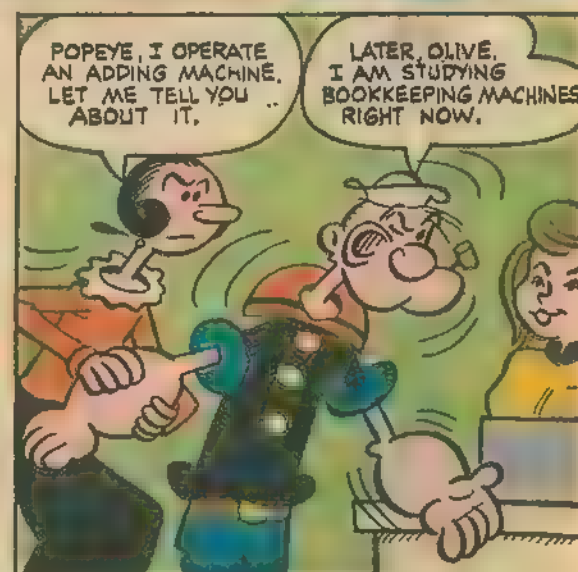
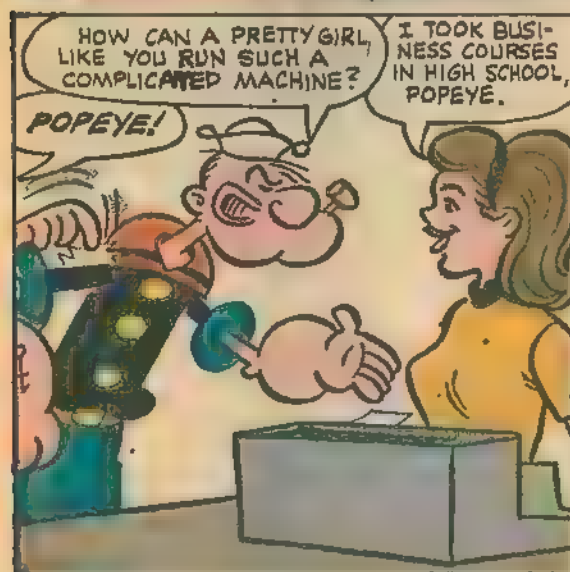
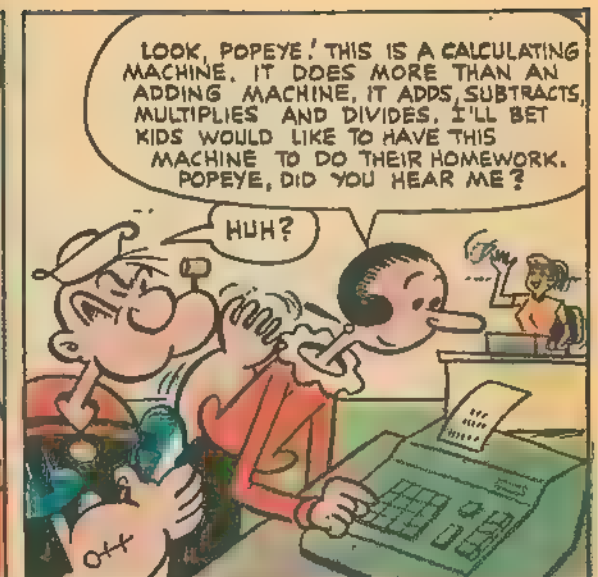
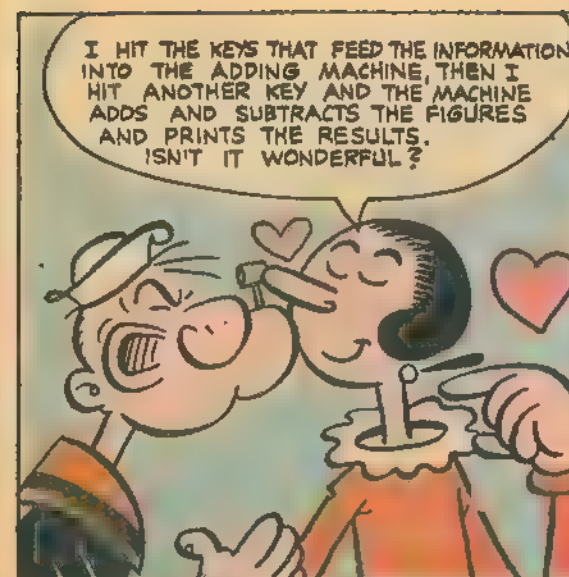
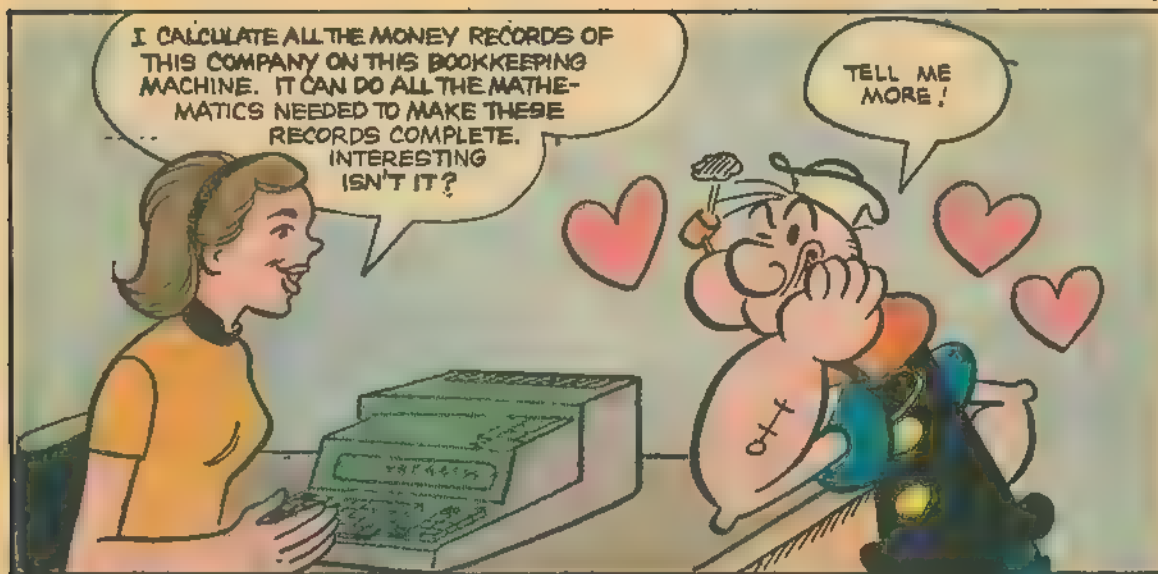


THE MACHINE MAKES
EVERY KIND OF MATHEMATICAL
CALCULATION NEEDED
TO PREPARE THE BILLS.
ISN'T IT GROOVY?

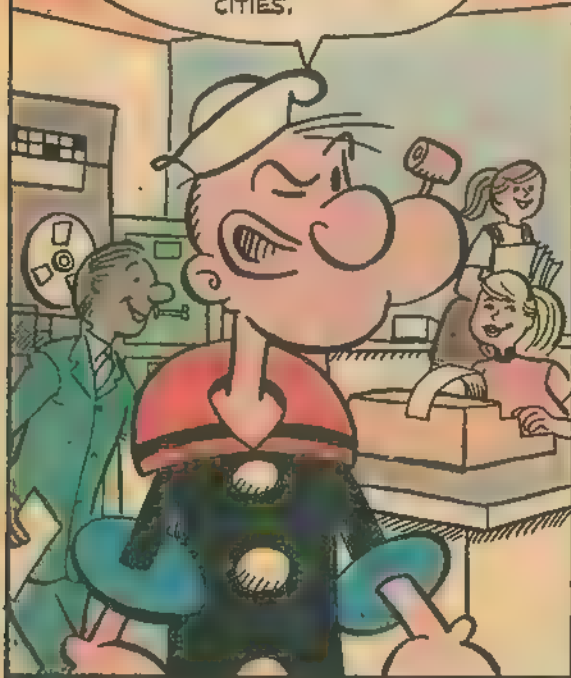
ARF
ARF!



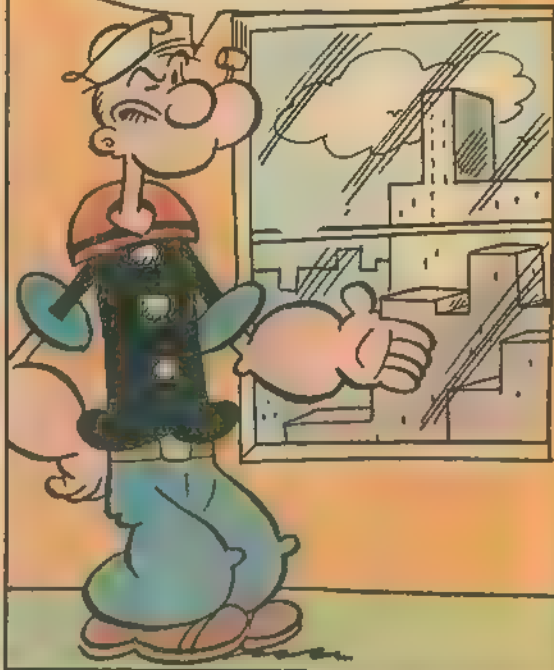




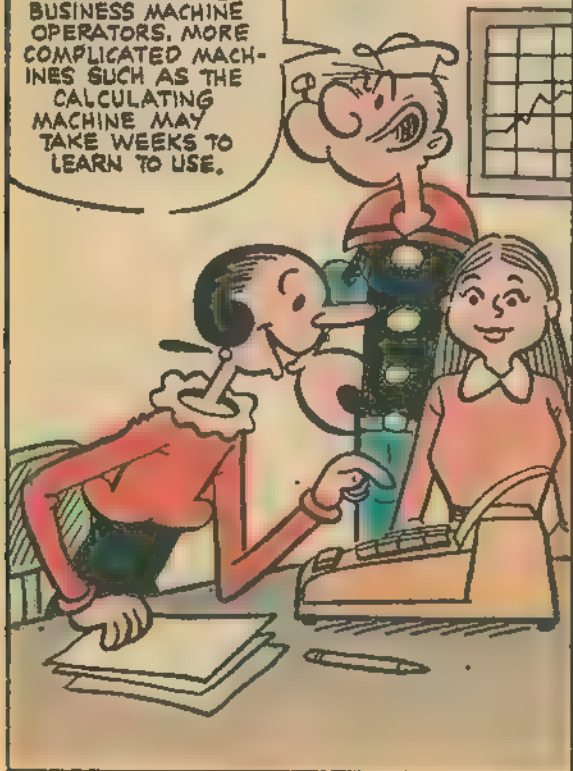
MOST BUSINESS MACHINE OPERATORS WORK FOR LARGE COMPANIES. MEN AND WOMEN WORK AT THESE JOBS AND MANY OF THE COMPANIES ARE LOCATED IN LARGE CITIES.



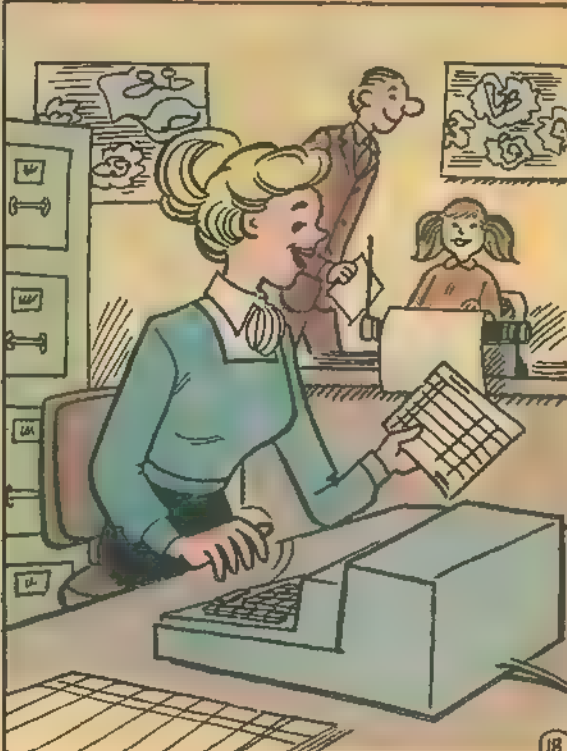
EMPLOYERS EXPECT JOB SEEKERS TO HAVE FINISHED HIGH SCHOOL AND, FOR OPERATORS OF SPECIALIZED EQUIPMENT, ADDITIONAL TRAINING IS DESIRABLE. OFFICE MACHINE OPERATORS SHOULD HAVE A KNOWLEDGE OF TYPING TOO.

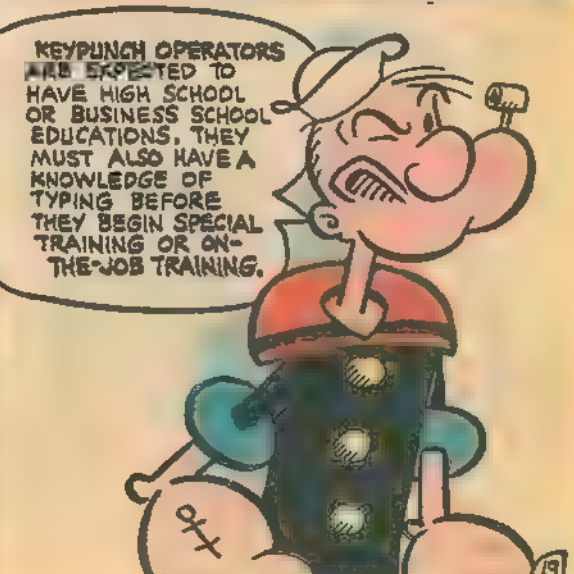
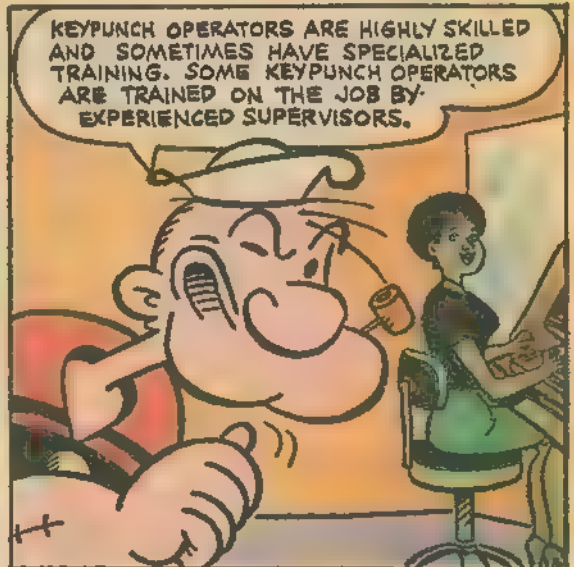
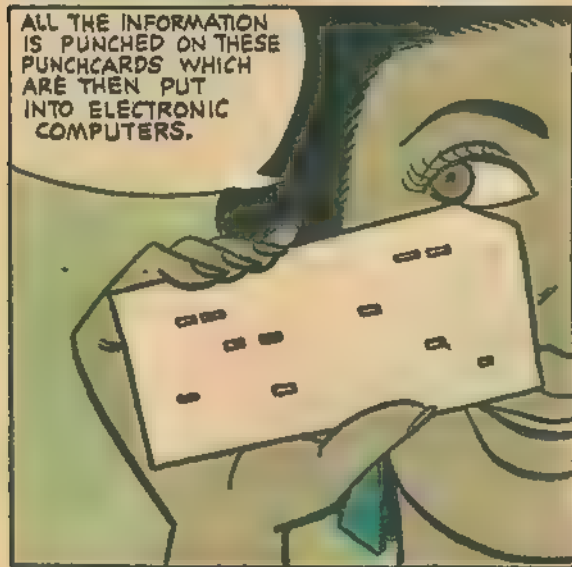
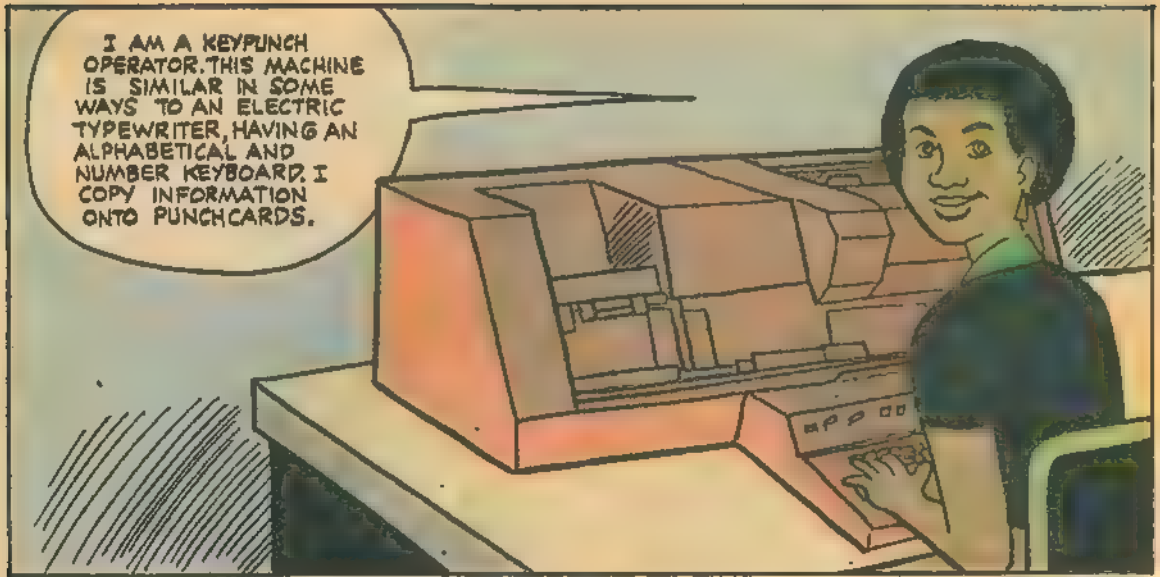


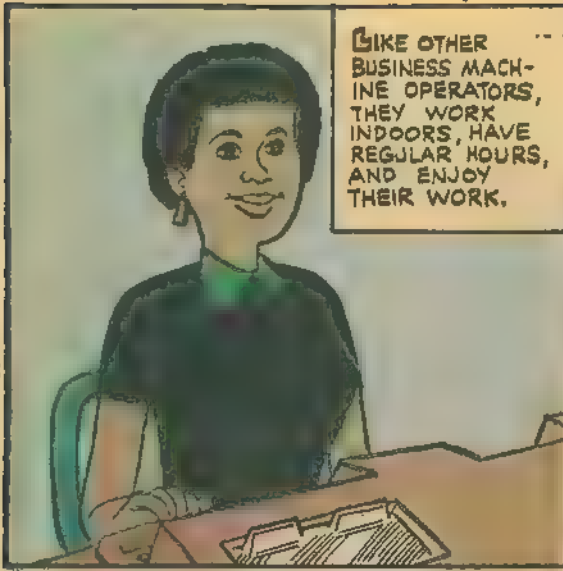
A FEW DAYS MAY BE ENOUGH TO TRAIN SOME BUSINESS MACHINE OPERATORS. MORE COMPLICATED MACHINES SUCH AS THE CALCULATING MACHINE MAY TAKE WEEKS TO LEARN TO USE.



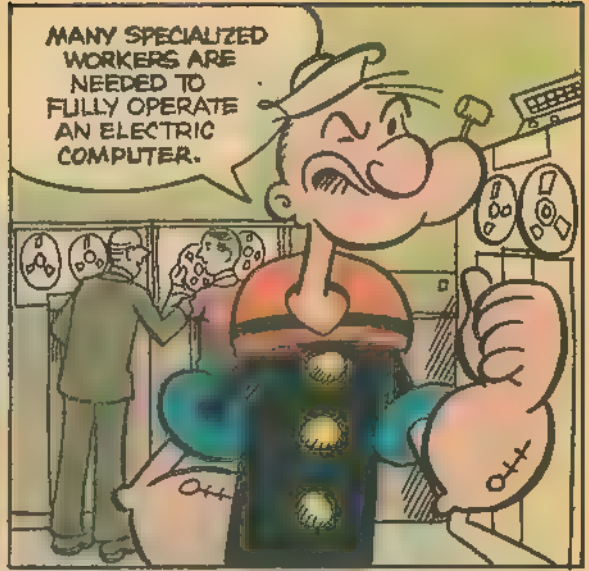
BUSINESS MACHINE OPERATORS WORK REGULAR HOURS IN COMFORTABLE, ATTRACTIVE OFFICES. MOST ARE SATISFIED WITH THEIR JOBS.



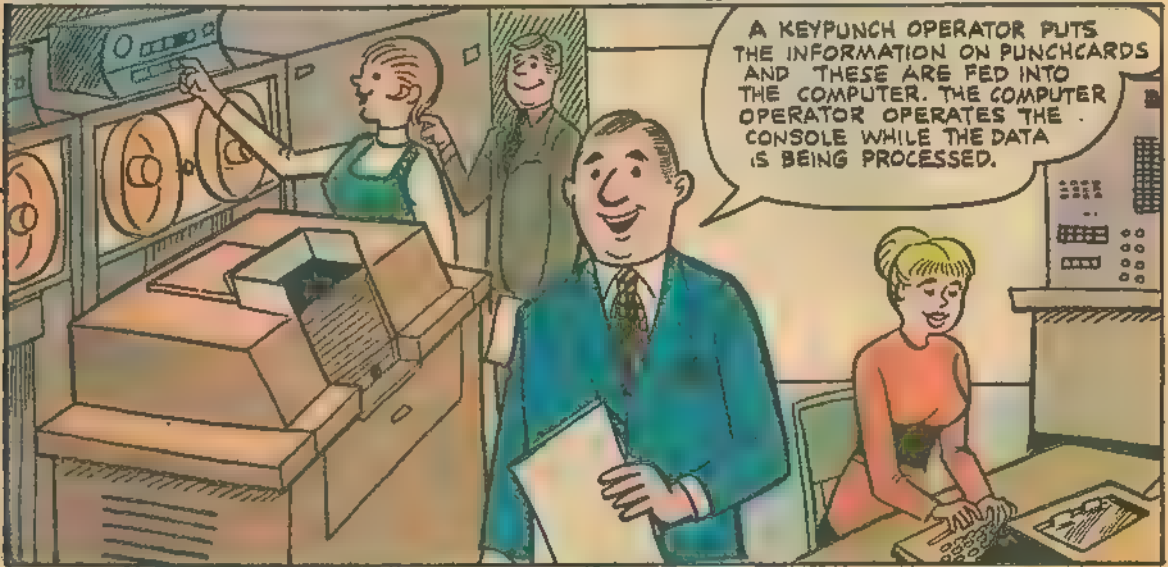




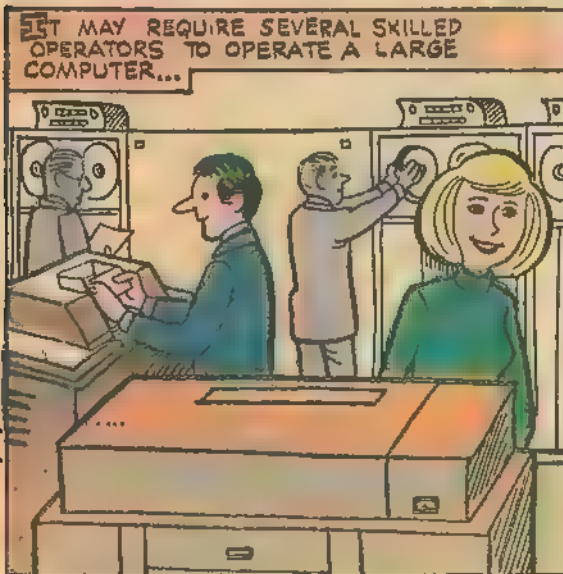
LIKE OTHER BUSINESS MACHINE OPERATORS, THEY WORK INDOORS, HAVE REGULAR HOURS, AND ENJOY THEIR WORK.



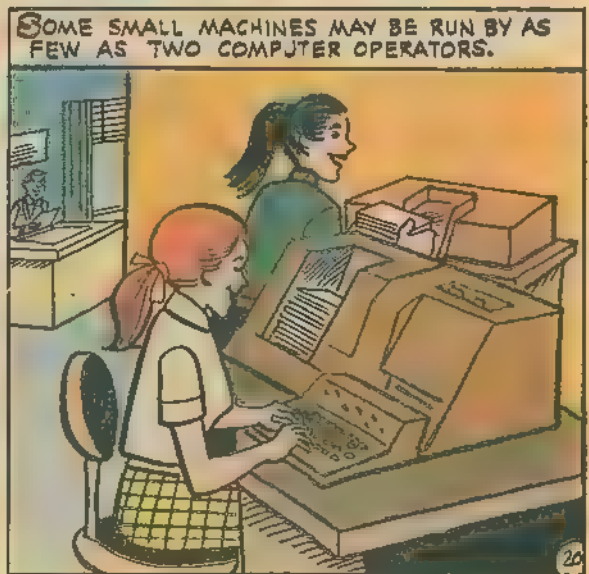
MANY SPECIALIZED WORKERS ARE NEEDED TO FULLY OPERATE AN ELECTRIC COMPUTER.



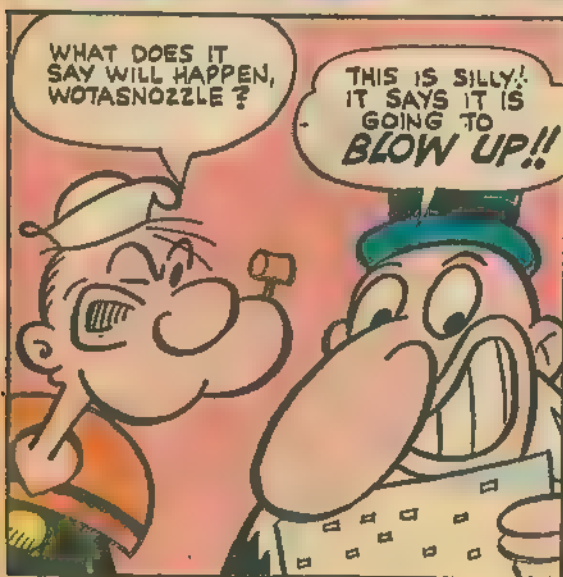
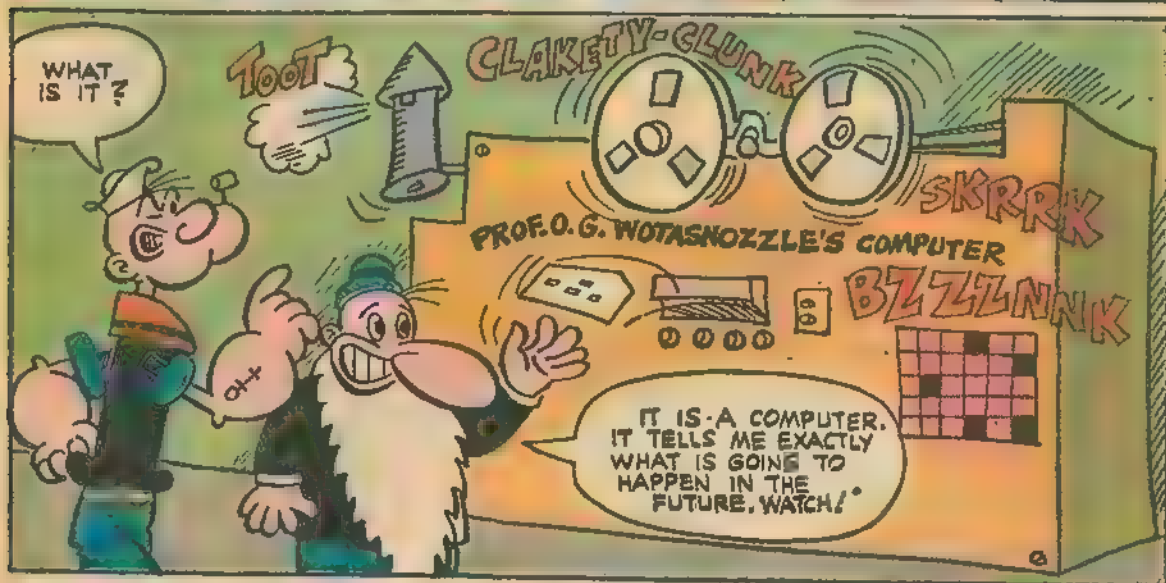
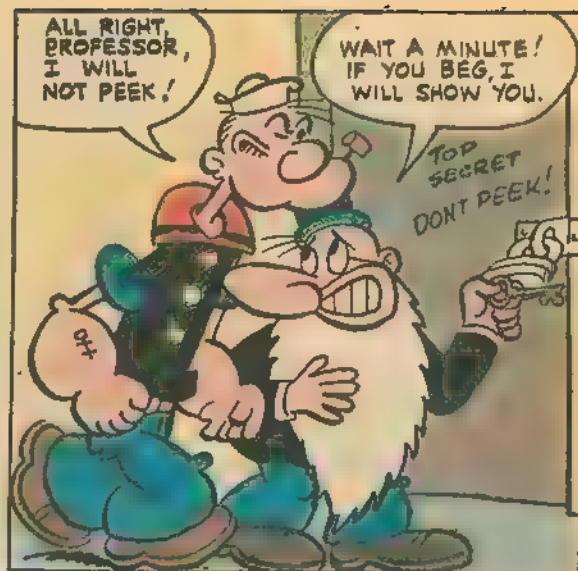
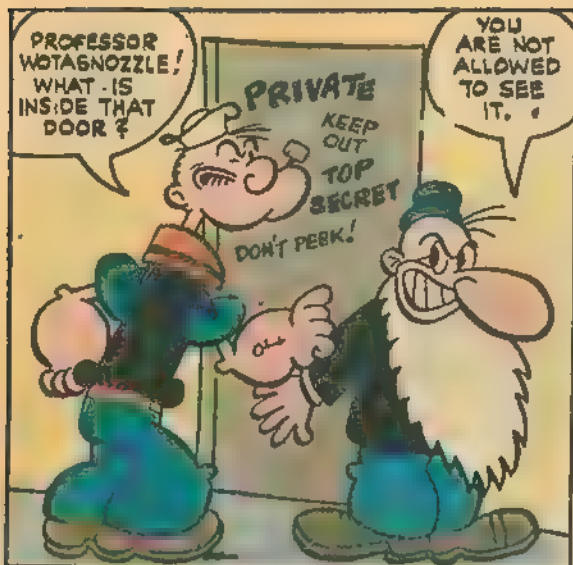
A KEYPUNCH OPERATOR PUTS THE INFORMATION ON PUNCHCARDS AND THESE ARE FED INTO THE COMPUTER. THE COMPUTER OPERATOR OPERATES THE CONSOLE WHILE THE DATA IS BEING PROCESSED.



IT MAY REQUIRE SEVERAL SKILLED OPERATORS TO OPERATE A LARGE COMPUTER...

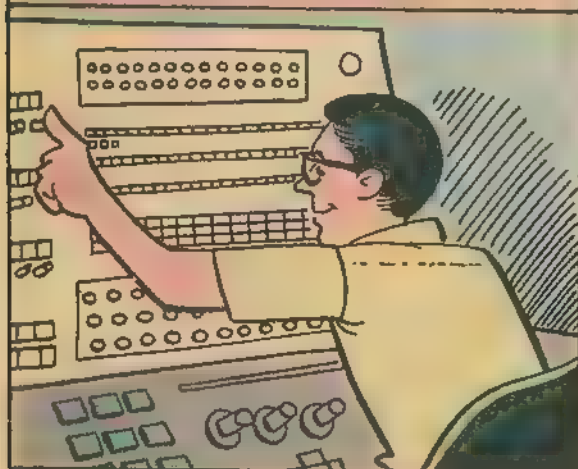


SOME SMALL MACHINES MAY BE RUN BY AS FEW AS TWO COMPUTER OPERATORS.

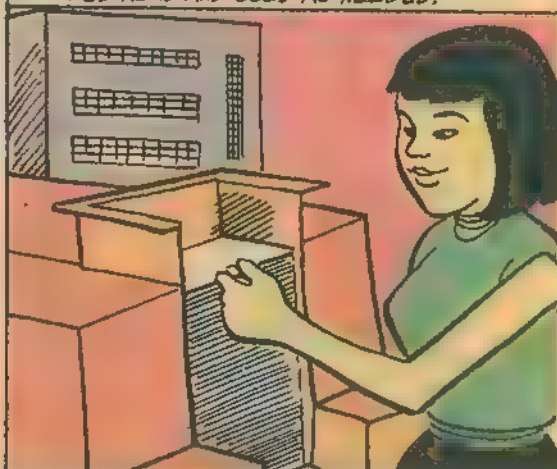




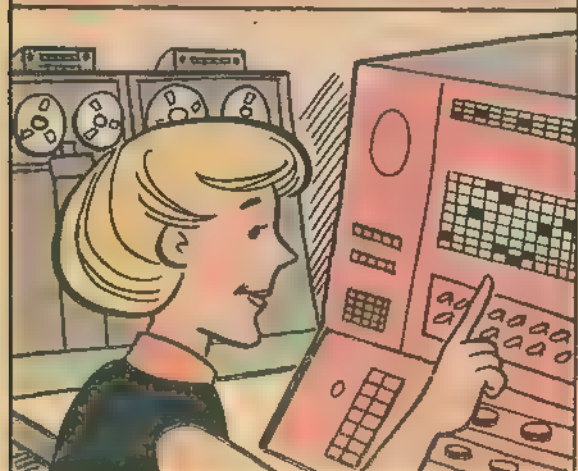
IN MANY LARGE COMPUTER SYSTEMS THE DATA PROCESSED BY THE COMPUTER HAS TO BE TRANSLATED FROM MACHINE LANGUAGE INTO WORDS AND NUMBERS.



MACHINE DATA IS SOMETIMES PRINTED ON CARDS OR ON TAPE WHICH IS THEN CONVERTED TO CARDS. SO THE INFORMATION CAN BE READ AND USED AS NEEDED.

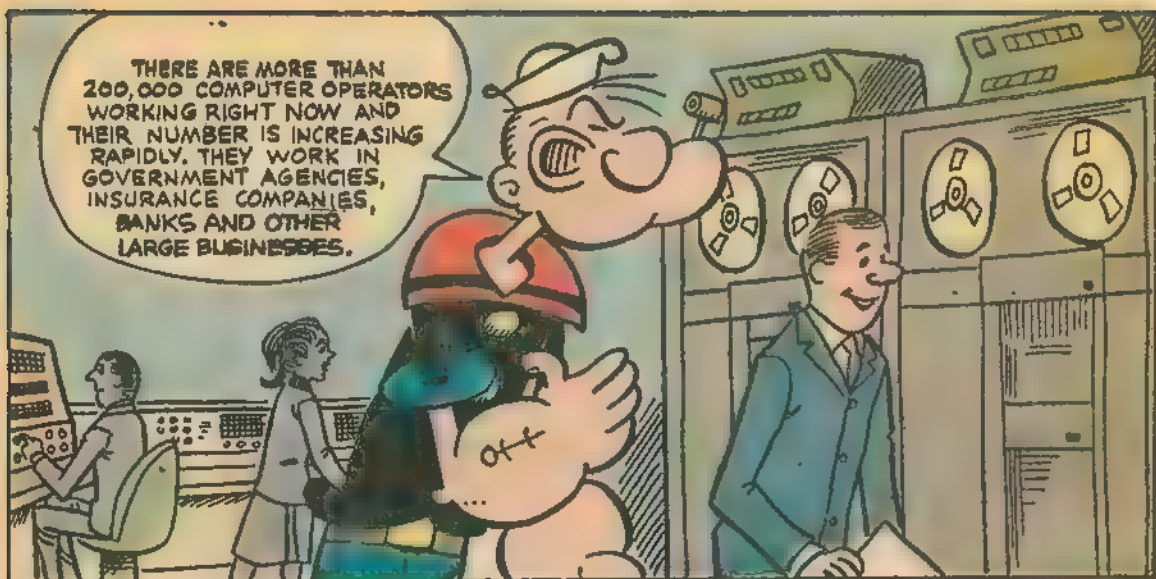


SOME ELECTRONIC COMPUTERS RUN AS MUCH AS 16 TO 24 HOURS A DAY. TWO OR THREE DIFFERENT SHIFTS OF OPERATORS MAY OPERATE THIS EQUIPMENT.

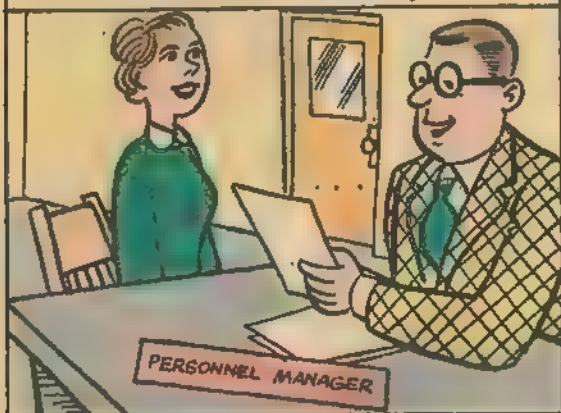


ALL OPERATORS WORK UNDER THE GENERAL DIRECTION OF A CHIEF SUPERVISOR ON EACH SHIFT.





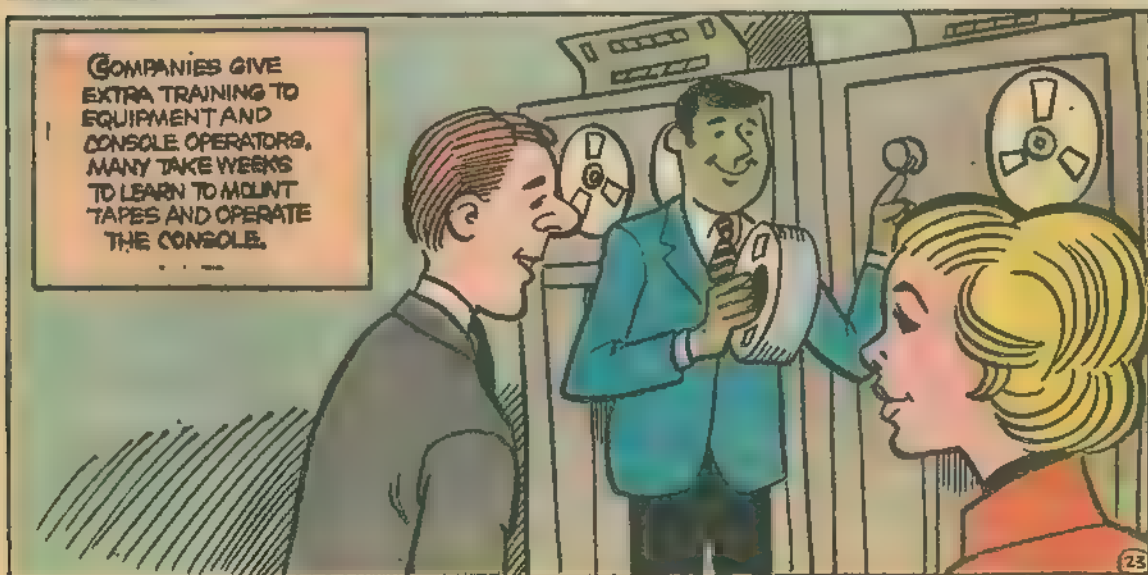
MOST EMPLOYERS WANT COMPUTER OPERATORS TO BE HIGH SCHOOL GRADUATES. MANY HIGH SCHOOLS OFFER COMPUTER COURSES. EMPLOYERS PREFER CONSOLE OPERATORS TO HAVE COLLEGE OR TECHNICAL TRAINING.



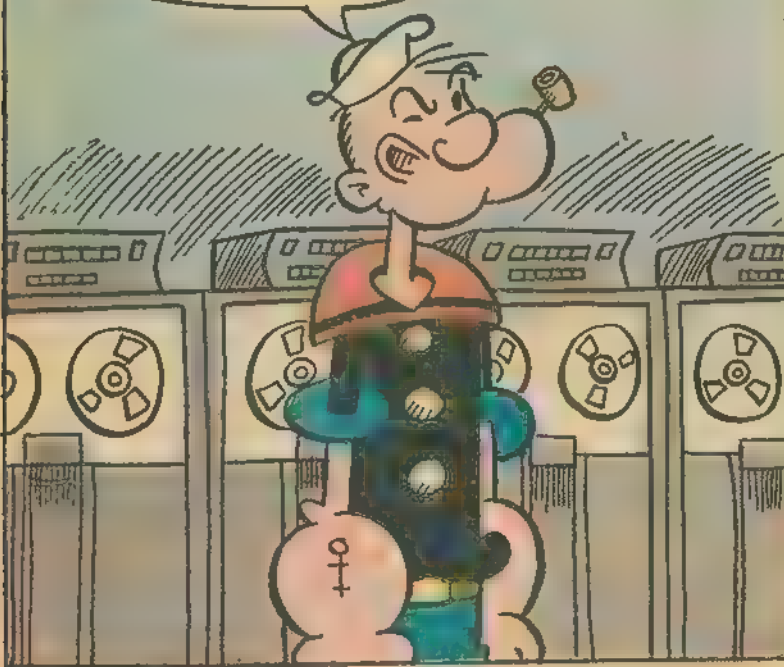
SOME JOB APPLICANTS ARE GIVEN JOB APTITUDE TESTS BEFORE BEING TRAINED AS COMPUTER OPERATORS.



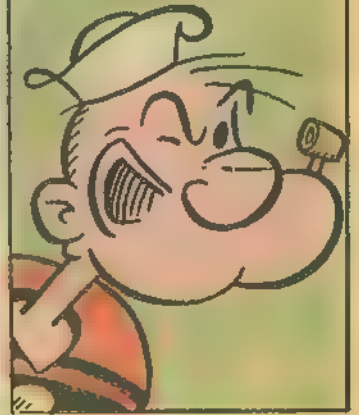
COMPANIES GIVE EXTRA TRAINING TO EQUIPMENT AND CONSOLE OPERATORS. MANY TAKE WEEKS TO LEARN TO MOUNT TAPES AND OPERATE THE CONSOLE.



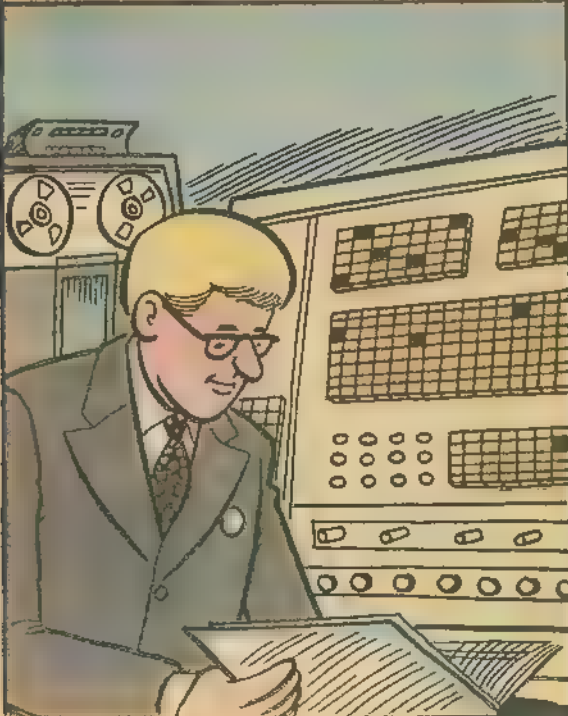
WORKERS IN THIS FIELD
FIND IT PAYS VERY WELL.
IT IS INTERESTING WORK
AND IT IS USUALLY PERFORMED
IN PLEASANT SURROUNDINGS.



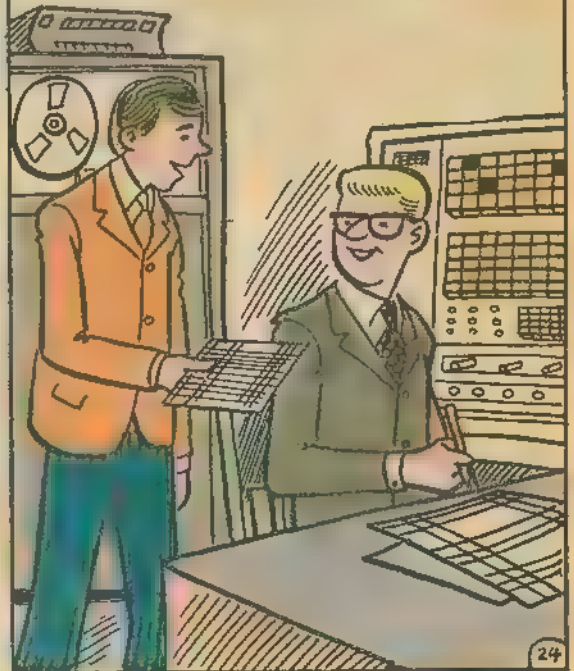
MANY
COMPUTERS OPERATE
24 HOURS A DAY.
OPERATORS MAY
BE EXPECTED
TO WORK IN THE
EVENING OR
DURING THE
NIGHT.

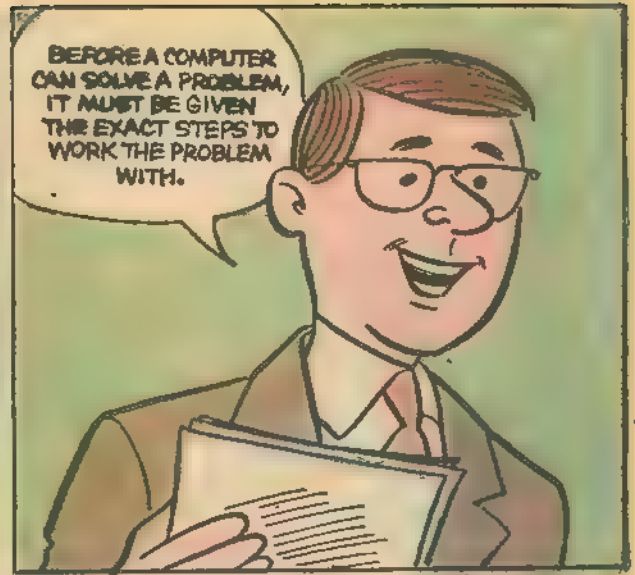
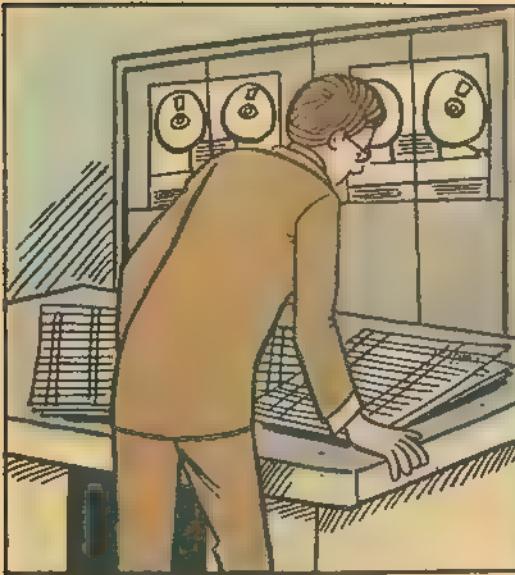


COMPUTERS WORK OUT MATHEMATICAL
PROBLEMS AT GREAT SPEED. THEY STORE
LARGE AMOUNTS OF FACTS IN "MEMORY
BANKS" AND USE THESE FACTS LATER TO
PERFORM THEIR TASKS.



COMPUTERS MAY BE ASKED TO KEEP
RECORDS OF GOODS AND MATERIAL IN HUGE
FACTORIES. THEY HAVE TO CONTROL
PRODUCTION MACHINERY OR EVEN MAKE
LONG RANGE WEATHER FORECASTS.

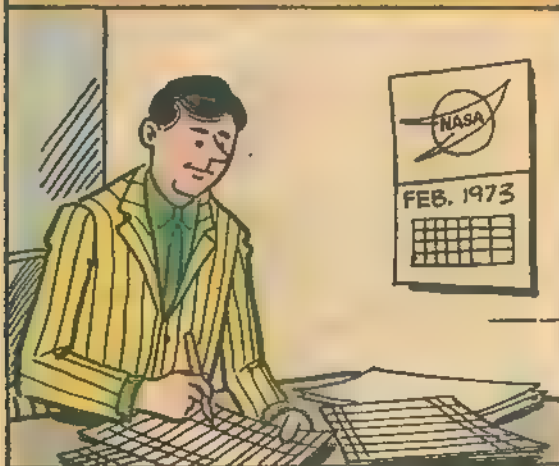


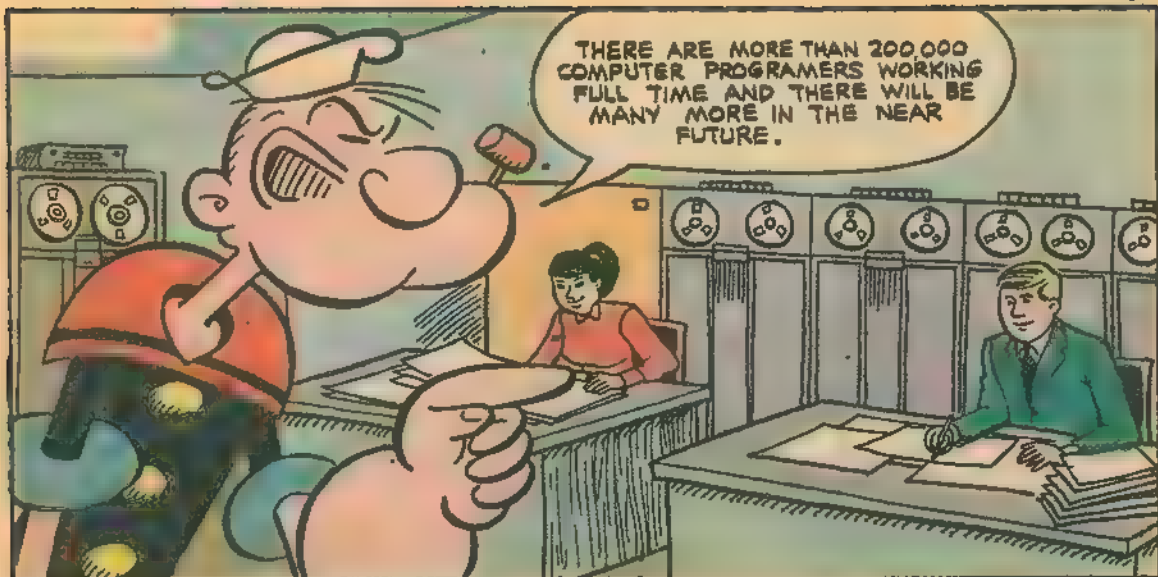


THE "PROGRAM" OR DETAILED INSTRUCTIONS FOR PROCESSING THE DATA ARE THEN FED INTO THE MACHINE. WITH THESE INSTRUCTIONS, THE COMPUTER CAN SOLVE THE PROBLEM.

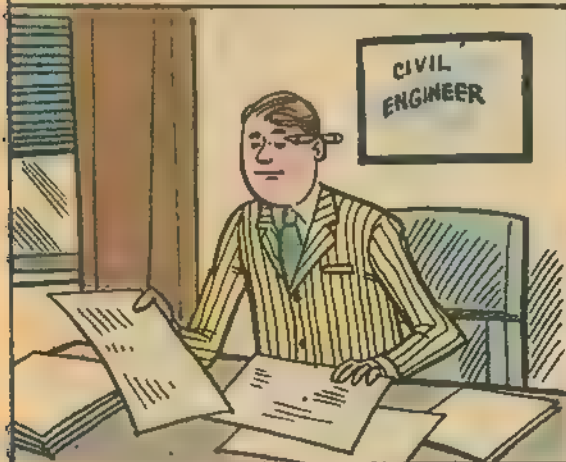


MORE COMPLICATED PROBLEMS SUCH AS SPACE EXPLORATION CALCULATIONS MAY TAKE MONTHS OF STUDY BEFORE THEY CAN BE GIVEN TO THE COMPUTER TO SOLVE.

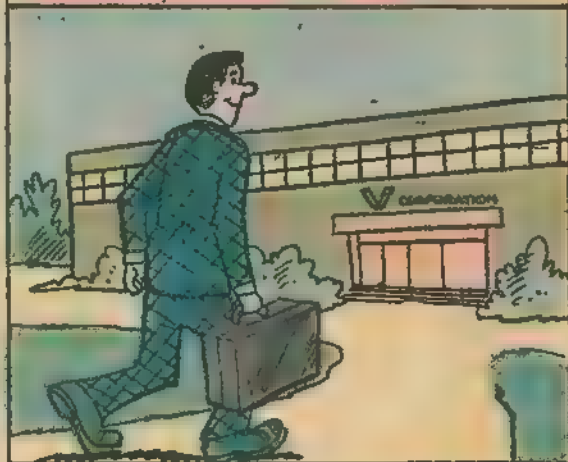




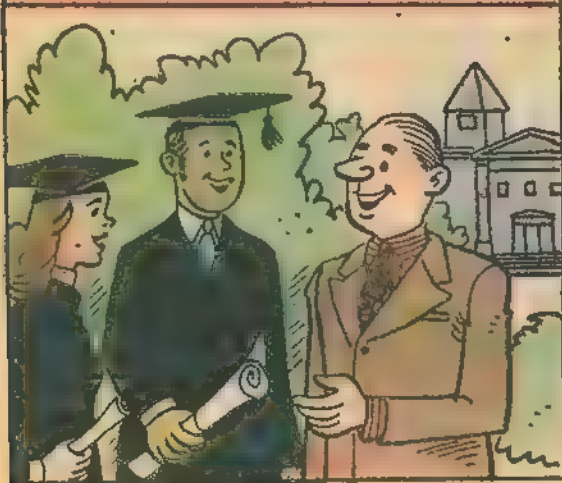
IN ADDITION, THOUSANDS OF PROFESSIONAL WORKERS SUCH AS ENGINEERS, SCIENTISTS, MATHEMATICIANS, AND ACCOUNTANTS SPEND PART OF THEIR TIME PROGRAMMING



PROGRAMMERS WORK CHIEFLY FOR GOVERNMENT AGENCIES AND LARGE BUSINESSES SUCH AS BANKS AND INSURANCE COMPANIES.

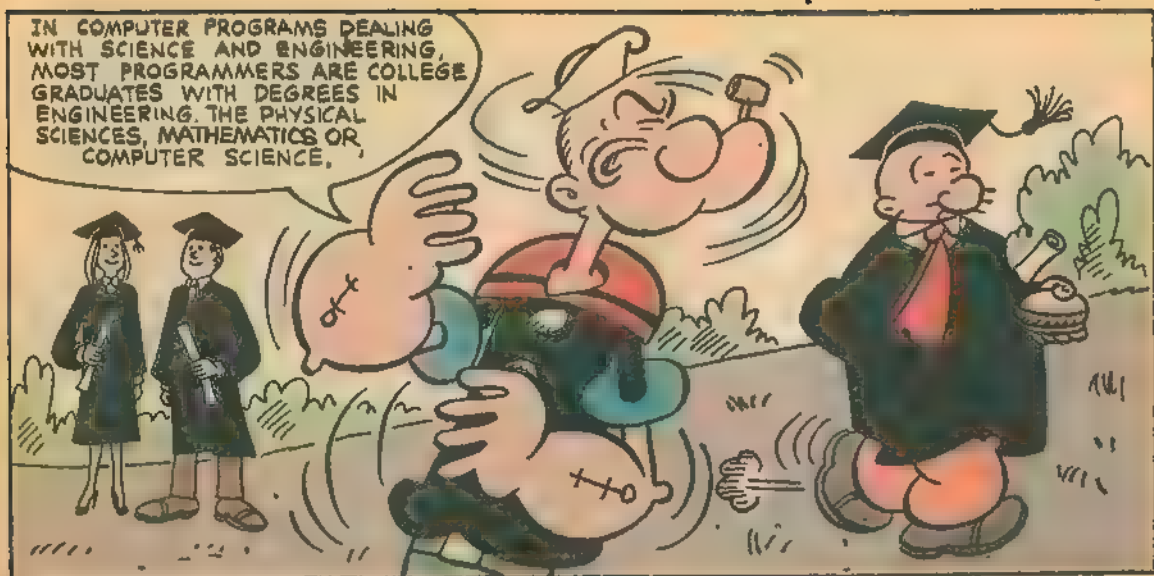


SOME COMPANIES SEEK ENGINEERING GRADUATES WITH THE HIGHEST GRADES.



EMLOYERS LOOK FOR PEOPLE WHO CAN THINK LOGICALLY AND FIGURE OUT HOW TO SOLVE PROBLEMS.

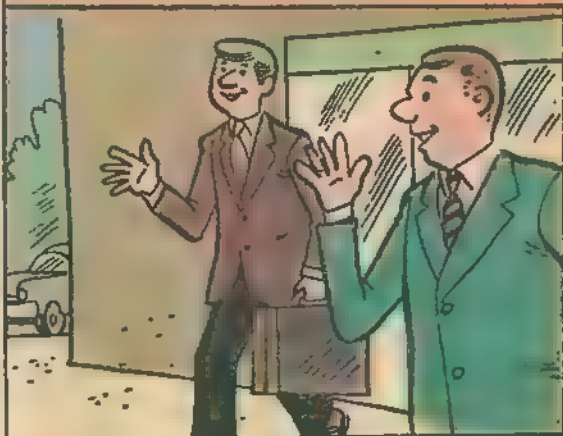




COMPUTER PROGRAMMERS IN LARGE BUSINESS FIRMS MAY HAVE EXPERIENCE IN MACHINE TABULATION, PAYROLL WORK OR ACCOUNTING



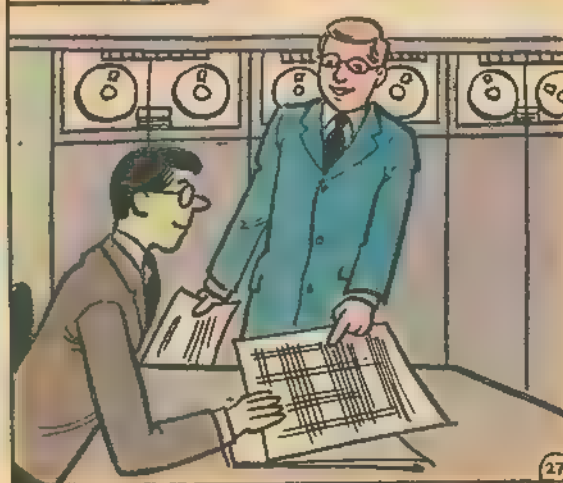
MOST PEOPLE IN THIS FIELD WORK 40 HOURS A WEEK AND THEY USUALLY WORK REGULAR HOURS WITH EVENINGS AND WEEK-ENDS OFF. THE PAY IS EXCELLENT, AND THE WORKING CONDITIONS PLEASANT.



A SYSTEMS ANALYST PLANS AND CARRIES OUT THE COMPUTER PROGRAMS NEED TO SOLVE LARGE, COMPLICATED PROBLEMS. HE WILL FIND THE BEST WAY FOR A COMPANY TO SHIP ITS GOODS OR KNOW WHAT SUPPLIES WILL BE NEEDED FOR A FACTORY.



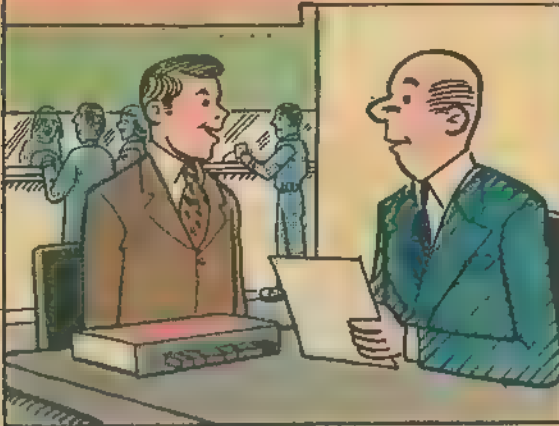
MOST SYSTEM ANALYSTS DEVELOP SYSTEMS FOR USE WITH ELECTRONIC COMPUTERS.



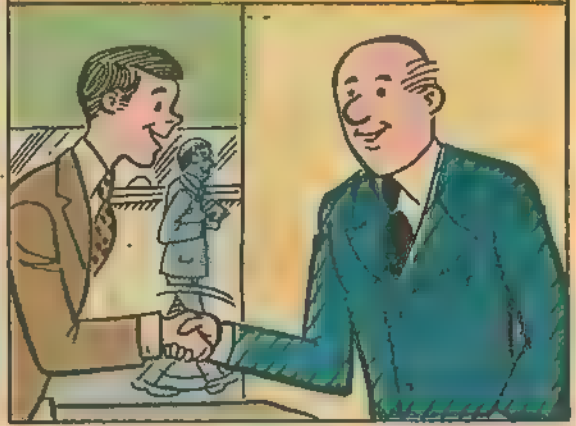
SOME SYSTEMS ANALYSTS MAY HAVE ONLY EXECUTIVE DUTIES. THERE IS NO ONE WAY TO PREPARE FOR THIS FIELD. SOME EMPLOYERS WANT COLLEGE GRADUATES WITH EXPERIENCE IN MATHEMATICS, SCIENCE, ENGINEERING OR BUSINESS.



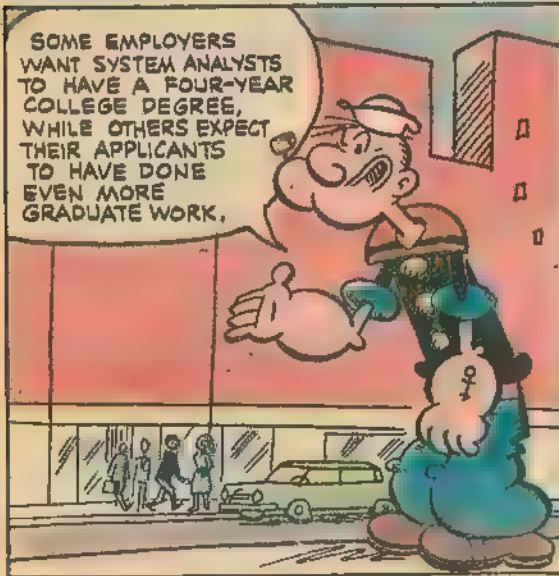
BANKS MAY WANT APPLICANTS WITH A BUSINESS BACKGROUND. SCIENCE RELATED COMPANIES WOULD WANT TO HIRE THOSE WITH ENGINEERING EXPERIENCE.



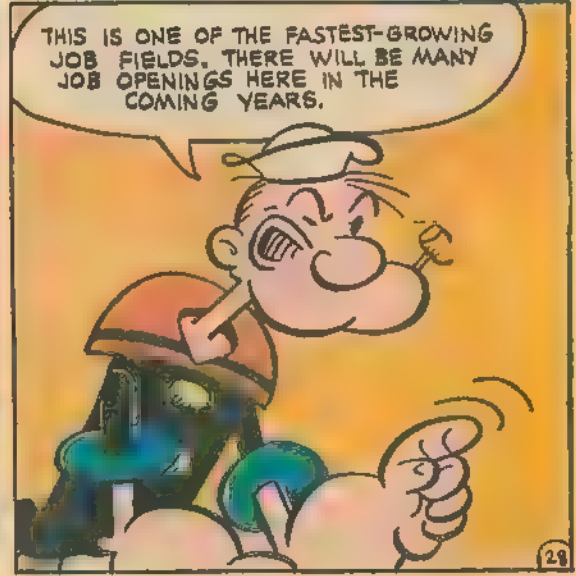
MORE THAN 150,000 SYSTEM ANALYSTS ARE EMPLOYED NOW AND THIS NUMBER IS INCREASING RAPIDLY. THEY WORK FOR INSURANCE COMPANIES, BIG BUSINESSES AND THE GOVERNMENT.



SOME EMPLOYERS WANT SYSTEM ANALYSTS TO HAVE A FOUR-YEAR COLLEGE DEGREE, WHILE OTHERS EXPECT THEIR APPLICANTS TO HAVE DONE EVEN MORE GRADUATE WORK.



THIS IS ONE OF THE FASTEST-GROWING JOB FIELDS. THERE WILL BE MANY JOB OPENINGS HERE IN THE COMING YEARS.



ACTUARIES
ARE RESPONSIBLE
FOR DESIGNING
INSURANCE AND
PENSION PLANS.



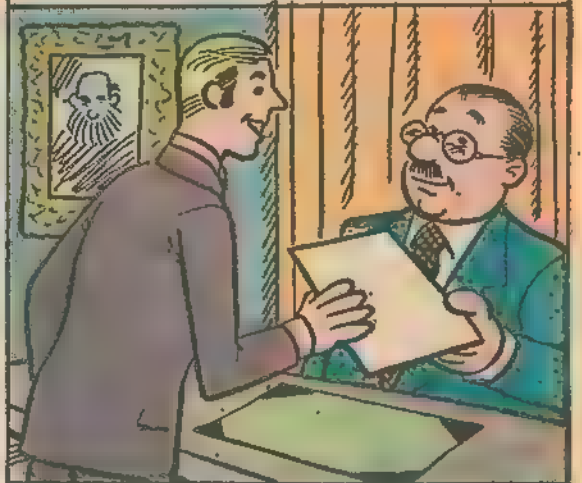
ACE INSURANCE COMPANY



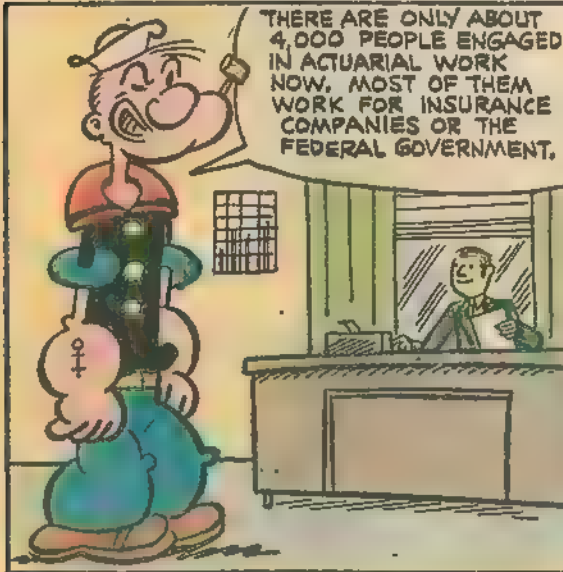
THESE PEOPLE USE MORTALITY (DEATH) RATES, SICKNESS, INJURIES, UNEMPLOYMENT, RETIREMENT AND PROPERTY LOSSES TO ARRIVE AT THEIR FIGURES.



ACTUARIES DETERMINE WHAT THE COST OF THE INSURANCE WILL BE TO THE CUSTOMER AND THE COSTS OF COMPANY PENSION PLANS.



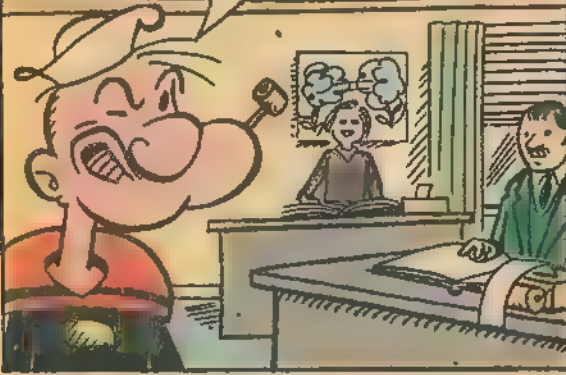
THERE ARE ONLY ABOUT 4,000 PEOPLE ENGAGED IN ACTUARIAL WORK NOW. MOST OF THEM WORK FOR INSURANCE COMPANIES OR THE FEDERAL GOVERNMENT.



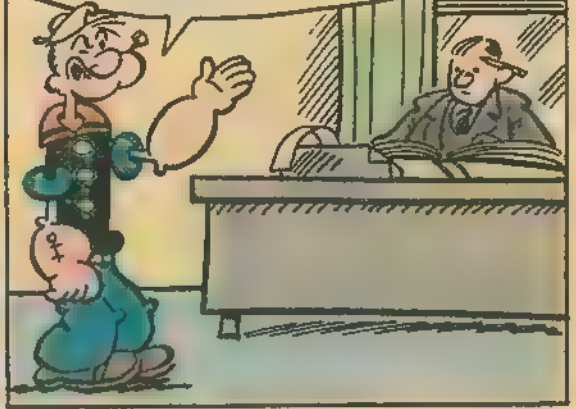
ACTUARIES NEED TO BE COLLEGE GRADUATES WITH COURSES IN HIGHER MATHEMATICS TO BEGIN THEIR WORK. IT TAKES THEM 5 TO 10 YEARS OF WORK TO FULLY LEARN ALL THE SKILLS OF THEIR JOBS.



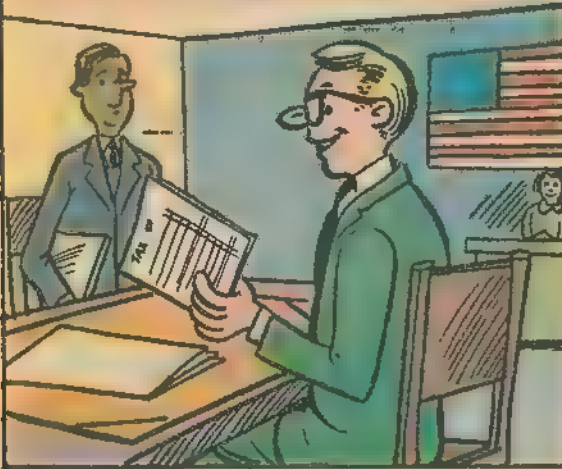
ACCOUNTANTS EXAMINE BUSINESS RECORDS AND PREPARE FINANCIAL REPORTS. THEY MAKE UP PROFIT AND LOSS STATEMENTS AND OTHER BUSINESS REPORTS. THEY ARE SPECIALISTS IN TAX REPORTS AND THEY CAN DO THIS WORK BETTER THAN ANY OTHER OFFICE WORKERS IN OTHER FIELDS OF WORK.



MANY OF THESE WORKERS ARE PUBLIC ACCOUNTANTS WHO WORK AT AN HOURLY RATE FOR BUSINESSES OR INDIVIDUALS. GOVERNMENT ACCOUNTANTS WORK ON GOVERNMENT FINANCIAL RECORDS.



ACCOUNTANTS MAY SPECIALIZE IN 100 OR MORE DIFFERENT AREAS WHICH INVOLVE FINANCIAL RECORDS

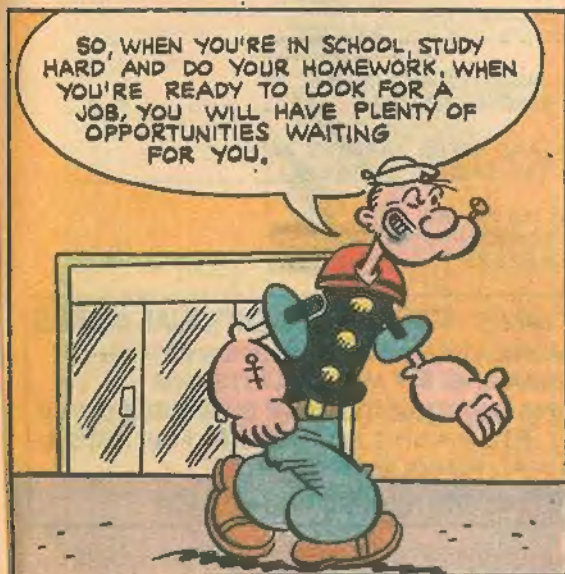
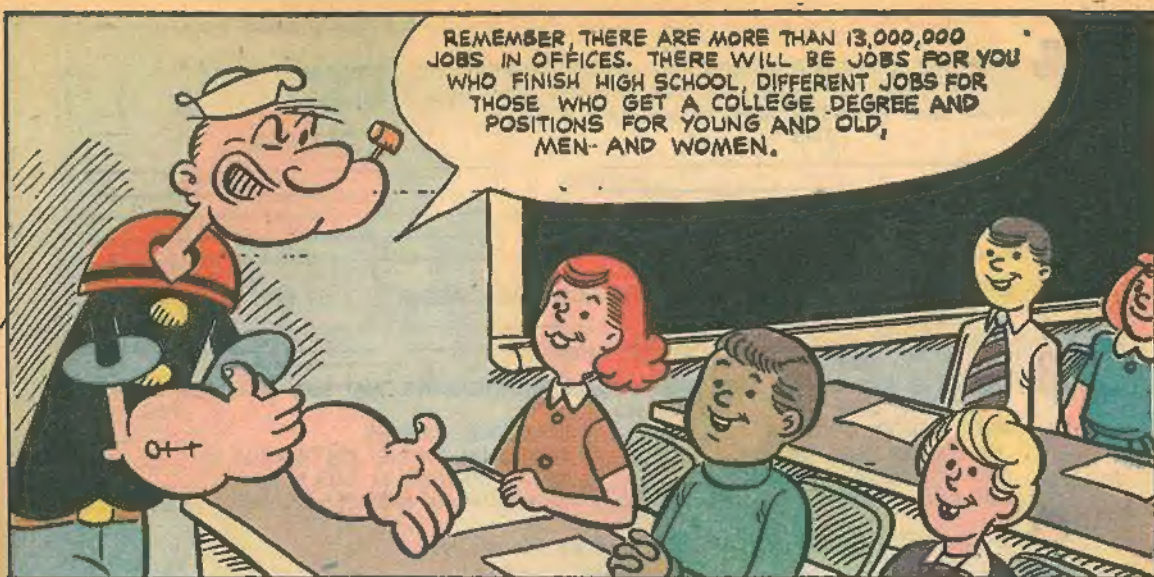


MORE THAN 500,000 ACCOUNTANTS WERE EMPLOYED LAST YEAR AND THE NUMBER INCREASES EACH YEAR.



TRAINING IN ACCOUNTING CAN BE OBTAINED IN UNIVERSITIES, JUNIOR COLLEGES, ACCOUNTING AND BUSINESS SCHOOLS AND CORRESPONDENCE SCHOOLS.





CAN YOU ANSWER THESE ?

- 1** LIST FIVE JOBS IN BUSINESS AND OFFICE CAREERS YOU THINK YOU MIGHT ENJOY. NEXT TO EACH LIST THE TRAINING YOU WOULD NEED. YOU CAN FIND THE ANSWERS IN THIS BOOK.

JOB

TRAINING

- 2** DID YOU FIND ANY JOBS YOU DID NOT KNOW ABOUT? LIST SIX.

--	--	--

- 3** BUSINESS AND OFFICE JOBS ARE POSSIBLE WITH TRAINING THAT MAY INCLUDE:

CHECK ONE	YES	NO		YES	NO
HIGH SCHOOL DIPLOMA	___	___	GRADUATE DEGREE	___	___
JUNIOR COLLEGE DEGREE	___	___	ADDITIONAL ON-THE-JOB TRAINING	___	___
BUSINESS SCHOOL TRAINING	___	___	SPECIAL TRAINING IN HIGH SCHOOL	___	___
COLLEGE DEGREE	___	___	KNOWLEDGE OF BUSINESS MACHINES	___	___

- 4** BUSINESS AND OFFICE CAREERS MAY BE FOUND IN:

CHECK ONE	YES	NO		YES	NO
GOVERNMENT AGENCIES	___	___	INSURANCE COMPANIES	___	___
FACTORIES	___	___	HOSPITALS	___	___
BUSINESS	___	___	COURTS	___	___
SCHOOLS	___	___	PUBLIC ADMINISTRATION	___	___
BANKS	___	___	SPACE AGENCIES	___	___

- 5** CAREERS IN BUSINESS AND OFFICE WORK INVOLVE WORKING WITH:

CHECK ONE	YES	NO		YES	NO
PEOPLE	___	___	THINGS	___	___
IDEAS	___	___	MACHINES	___	___
			PAPER WORK	___	___
			RECORD KEEPING	___	___

- 6** BUSINESS AND OFFICE CAREERS DEMAND:

CHECK ONE	YES	NO		YES	NO
MANUAL DEXTERITY	___	___	NEATNESS	___	___
GOOD CONCENTRATION	___	___	SPEED AND ACCURACY	___	___
GOOD APPEARANCE	___	___	KNOWLEDGE OF THE BUSINESS	___	___
PLEASANT MANNERS	___	___	KNOWLEDGE OF TYPING	___	___
DEPENDABILITY	___	___	PROMPTNESS	___	___

- 7** MOST BUSINESS AND OFFICE CAREERS ARE DURING REGULAR DAYTIME HOURS AND USUALLY IN PLEASANT SURROUNDINGS.

YES NO

- 8** THERE ARE BUSINESS AND OFFICE CAREERS FOR MEN AND WOMEN, YOUNG AND OLD, AND WITH A WIDE RANGE OF CAPABILITIES. JOBS ARE ALSO POSSIBLE FOR THE HANDICAPPED.

- 9** BUSINESS AND OFFICE WORKERS ARE CALLED THE "RECORD KEEPERS" OF OUR SOCIETY.

- 10** THERE ARE VERY FEW JOB OPENINGS IN BUSINESS AND OFFICE CAREERS WITHOUT AT LEAST A HIGH SCHOOL DIPLOMA.

- 11** ARE PEOPLE WHO WORK IN BUSINESS AND OFFICE CAREERS AN IMPORTANT PART OF THE ECONOMY OF THE UNITED STATES?

- 12** DID POPEYE THINK IT WAS IMPORTANT TO DO THE BEST YOU CAN IN SCHOOL AND TO FINISH HIGH SCHOOL IF YOU WANTED TO WORK IN BUSINESS AND OFFICE CAREERS?

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E8 HOSPITALITY & RECREATION **E9** MARKETING & DISTRIBUTION **E10** BUSINESS & OFFICE
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 HUMANITIES **E15** AGRI-BUSINESS & NATURAL RESOURCES

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HEY, KIDS-

DISCUSSION QUESTIONS!

DIRECTIONS:

CONSIDER AND DISCUSS THE FOLLOWING QUESTIONS

1. HOW GOOD ARE YOU AT ORGANIZING, STORING AND FINDING WRITTEN AND PRINTED PAPERS, RECORDS, BOOKS AND OTHER INFORMATION THAT YOU KEEP FOR FUTURE REFERENCE? HOW COULD YOU IMPROVE YOUR SYSTEM?
2. HOW WELL DO YOU ORGANIZE YOUR TIME AND PLAN SCHEDULES FOR DOING THINGS, GOING PLACES, SEEING PEOPLE? WHAT PLAN HAVE YOU EVER MADE THAT WAS SUCCESSFUL? WHAT MADE IT SUCCESSFUL?
3. WHICH OF THE JOBS WHICH CALL FOR RECORDING, STORING, AND COMMUNICATING INFORMATION WOULD YOU CHOOSE TO DO?
4. WHICH OF THE JOBS WHICH CALL FOR ANALYZING, PLANNING, PROGRAMMING AND SUPERVISING BUSINESS PLANS AND PROJECTS WOULD YOU CHOOSE TO DO?
5. DO YOU HAVE A MATHEMATICAL APTITUDE? IF SO, WHICH BUSINESS CAREER REQUIRING THIS SKILL WOULD YOU CHOOSE TO DO?

